Modern Manners and Social Forms.

MODERN MANNERS AND SOCIAL FORMS.

ILLUSTRATED

J. B. SMILEY.

MODERN MANNERS

AND

SOCIAL FORMS.

A Manual of the Manners and Customs of the Best Modern Society, Compiled from the Latest Authorities; and also Including the Forms for Invitations, and Social and Business Letters and Notes of Various Kinds.

By Mrs. JULIA M. BRADLEY.

To which has been added a Treatise, containing

SUGGESTIONS ABOUT THE TOILET, BEAUTY AND HEALTH.

"What a rare gift is that of manners! Better for one to possess them than wealth, beauty or talent; they will more than supply all."

—Bulwer-Lytton.

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TO

ALL THOSE

WHO WISH TO OBSERVE

THE BEST SOCIAL FORMS,

THIS WORK

IS

RESPECTFULLY DEDICATED

PREFACE.

A KNOWLEDGE of etiquette has been well defined as a knowledge of the rules of society *at its best*; and obedience to these rules is as important in the social world as obedience to law is in political and business affairs. So essential are these observances that Mrs. H. O. Ward truthfully says, that if any thoughful person of refined nature was asked, "Which individual do you find most essential to your enjoyment of society —the wit, the man of genius or talent, whose manners are bad, or the man wanting in wit, wanting in talent even, whose manners are faultless? but would answer, 'If I cannot have a society where both wit and good manners are found, I will dispense with the wit, for good manners I must have.'" Another writer says: "Those who defy the rules of the best society, and claim to be superior to them, are always coarse in their moral fibre, however strong they may be intellectually,"—a sentiment we most heartily endorse.

In no other country, probably, are so many people anxiously inquiring, "What *are* the requirements of good society?" and when once the correct form is known there is a genuine desire to conform to it. It was in the hope of helping these earnest inquirers that this work was undertaken. In the constant daily intercourse of people, in city and country, it is very important that they should understand those customs and observances which will enable the different social units to mingle together pleasantly and without needless friction. The foundation and support of all our social laws is that they tend to add materially to the happiness and comfort of those who associate together. Acts of attention and kindness to others not only increase their happiness, but they also ennoble the doer.

In preparing this work we have consulted only the best authorities, and it has been our constant endeavor to give the well-established rules of society at its best.

A work on etiquette is used very largely as a book of reference to settle uncertain points as they arise, and for this reason the endeavor has been made to so classify and sub-divide the subjects that anyone can readily find what is wanted without needless delay. We hope this feature will add to its popularity and usefulness.

The writing of letters and notes of various kinds has come to be an important feature of social life, and it is very necessary for those who associate much with others to understand the correct and most graceful forms, and for this reason we have made that section of our work quite lengthy and complete.

The chapters on the toilet and kindred topics offer hints on subjects which many people are anxious to learn about, and we feel confident that the suggestions there given can be safely relied on.

"God may forgive sins, but awkwardness has no forgiveness in Heaven or earth."—*Hawthorne.*

An examination of the table of contents will give an idea of the *careful* and *complete* way in which *all branches* of the subjects discussed are treated. Good manners are really of great importance, for they will raise anyone in the opinion of others, and they will also enable their possessor to contribute very largely to the pleasure of those with whom he comes in contact. They will assist in both the financial and social advancement of their possessor, while their lack will impede one's progress in every way—and especially is this true of young people.

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PART III.

SUGGESTIONS ABOUT BEAUTY, HEALTH AND THE TOILET.

INTRODUCTIONS.

AS an introduction is a social indorsement, discrimination should be used in introducing people, especially those of whose character one is ignorant. It is perfectly proper to say to a young gentleman soliciting an introduction to a young lady, "I fear I hardly know you well enough to introduce you. I beg you to wait until her parents can present you." On the other hand too much formality is not desirable. Strict etiquette is opposed to indiscriminate introductions, and most society people are very careful to ascertain whether an introduction is mutually desired before venturing to hazard the ceremony.

INTRODUCTIONS SHOULD BE DESIRED BEFORE GIVEN.

It may be set down as an established rule that no gentleman should be presented to a lady until she has been consulted and given an opportunity to refuse, and two ladies are not introduced until the wishes of both are ascertained, and it is mutually desired.

In smaller towns, and among people of the same "set," many hold that an introduction hurts no one, and as it is easy to repel an undesirable acquaintance, even after an introduction, the rigid rules of etiquette are ignored.

introduce the gentleman to the lady he is expected to escort to the table. As we have elsewhere stated the rule that "the roof is an introduction" which is gaining ground, enables the guests to chat pleasantly together. In the country, however, a general introduction of all the guests frequently takes place.

REQUIREMENTS OF A BALL ROOM INTRODUCTION.

When a gentleman is introduced to a lady at a ball, it is presumed he will show her some attention, and either dance or promenade with her, or, if they do not take the floor, talk to her through one dance. Such introductions, however, necessitate no further acquaintance unless mutually desired.

STREET INTRODUCTIONS.

It is not necessary to introduce a friend who may be accompanying you to the acquaintances you may chance to meet on the street, in the cars, etc. Such indiscriminate introductions serve no good purpose and are uncalled for. When given they involve no further recognition. A gentleman lifts his hat and bows when introduced to a lady on the street. When accompanying a friend who enters into conversation with some acquaintance casually met, you should give a parting salutation on separating, the same as your friend. This is the rule even if you were not introduced.

PRESENTING LETTERS OF INTRODUCTION.

The one bearing a letter of introduction never delivers it in person in England, but sends it with his card. The reverse is the rule on the continent. In America we incline to the English rule and a letter of introduction may be sent by mail accompanied by a

"There is no outward sign of courtesy that does not rest on a deep moral foundation."—*McGovern.*

"Manners are the shadows of great virtues."—*Whateley.*

One of the convenient and attractive features of the book is the series of small sub-headings like those which you will notice here. These are adopted all through the work, and will enable anyone to readily find any desired subject, without waste of time. This article on Introductions is long and complete. It is much the best article on that subject ever published. In fact, all the subjects discussed in this splendid book at all, are treated clearly and fully.

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SALUTATIONS.

IT would be an interesting study to trace the origin and development of our various forms of salutation, and also those which are observed by the other nations of the earth. Many of the forms of salutation seem to have had their origin in acts of worship, and each nation has its own peculiar forms, some of which are quite curious. Among the Laplanders, friends salute by rubbing their noses together, and the same custom prevails in some of the South Sea Islands. In some African tribes friends greet each other by rubbing their toes together, and in some other tribes they scratch each other's heads. The Chinese bow low and hospitably ask "Have you eaten your rice?" The Turk, with folded arms, bends very low, and the Hindoos nearly touch the ground with their faces. The Bedouin bestows his benediction with "God grant you a happy morning," and the Spaniard says "God be with you, sir." The Neapolitan piously says "Grow in holiness," and the Hungarian "God keep you well," while the Egyptians, says Heroditus in his day, would drop their hands on their knees and ask "Do you sweat copiously?" The German greets you with a "How do you find yourself?" and the Frenchman asks "How do you carry yourself?"

In England and America the usual forms of salutation are the bow, shaking the hand, the kiss and the verbal salutation.

INVITATIONS, ACCEPTANCES AND REGRETS.

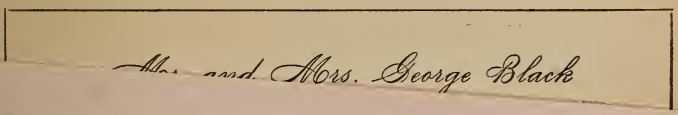
IN modern society invitations, acceptances and regrets have come to be an important part of etiquette. The forms observed are fixed and uniform and all should be familiar with them. If they are strictly observed many misunderstandings and much mortification may be prevented, for to receive a vague and indefinite invitation often leaves a lady uncertain about how to dress and how formal the occasion will be. These uncertainties are very perplexing and often annoying.

INVITATIONS.

For small and informal dinners or other gatherings, invitations are often written in the first person. The degree of intimacy existing between the host and guest will regulate the form, as is the case in the writing of all notes and letters, but the prescribed forms given hereafter for ceremonious occasions need not be used in such cases. The length of time in advance at which such invitations are sent out may vary from ten to two or three days, according to circumstances. It is best, however, to send out invitations a sufficient time in advance, instead of waiting until the eleventh hour; and,

again, it is not best to undervalue your entertainment, and in false humility assume less formality than the occasion warrants.

When they are engraved, any good engraving firm can give the information desired about the size of cards and so on, but the plainer and simpler the style the more elegant. Many ladies, however, prefer to write their own invitations, and it is always in good taste to do so. The following is the formula universally used :



For other entertainments the words at ..... may be omitted, and the words "Music," "Dancing," "Readings and Recitations," "Garden Party," or whatever the entertainment is, written or engraved in the lower left hand corner.

The initials R. S. V. P. are an abbreviation of the French words *Repondez s'il vous plait*, meaning "Reply if you please." Many people, however, write instead the English words, "The favor of an answer is requested." Either form is proper, but the latter is usual

"Those things which now seem frivolous and slight, will be of serious consequence to you after they have made you once ridiculous —*Roscommon.*

All the correct forms for invitations, acceptances and regrets are given in this work, as seen in the specimen here shown. At the bottom of the page you will notice the explanation of the abbreviation R. S. V. P. Great pains are always taken to explain the correct use and meaning of *every thing* of that kind. Ignorance of the *correct* forms makes one appear very awkward at times, or even ill-bred, and for that reason every one should be familiar with them.

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Mr. and Mrs. George Black
request the pleasure of
Mr. and Mrs. Jones' company at dinner,
on Thursday evening, April tenth,
at seven o'clock.
154 Lincoln Avenue.
R. S. V. P.

For other entertainments the words "at dinner" may be omitted, and the words "Music," "Dancing," "Readings and Recitations," "Garden Party," or whatever the entertainment is, written or engraved in the lower left hand corner.

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follow the style and form of the invitation in answering. To say "an invite" for "an invitation" would be a horrible blunder, and the words "avail" or "preclude" are never in good form, as to say that anything will "preclude your accepting," etc. Adhere closely to the forms given.

An invitation to dinner should be answered promptly, (this is very important) and either accepted or declined positively. Answer the exact form of the invitation as follows :

Mr. and Mrs. Johnson
accept with pleasure
the polite invitation of
Mr. and Mrs. Brackett,
for dinner on Thursday evening,
December tenth, at seven o' clock.

The words "accept with pleasure the kind invitation" are often used, although "polite invitation" is now preferred by many. Either is proper. One writer states that "kind" is "English you know," while "polite" is not. Possibly. But "polite" has the sanction of the best American usage. So also the form "Mr. and Mrs. Jones have great pleasure in accepting, etc.," is often used. To write "will accept," however, is not correct, as you either accept or decline at the time the answer is written, so that the present and not the future tense should be used. Also accept the invitation "*for* dinner," and not "*to* dinner," or "*to* dine."

CARDS.

NOTHING better shows the standing of ladies or gentlemen, or their familiarity with the usages of the best society, than their use of cards. The quality of the card, its size and style, the hour and manner in which it is left—all these convey a silent message to the experienced eye which indicates the character of the caller. In the present condition of society it is almost impossible to do without cards. Savages do not use them, nor do coarse and uncultivated people, but they mark a high order of development. Their use should be studied.

There has been less change in cards within the last fifty or one hundred years than in almost any other of the usages of society.

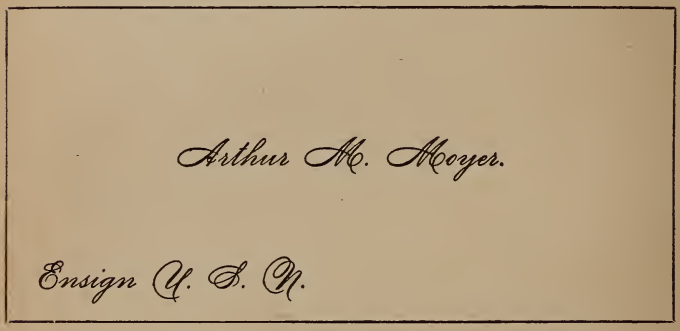
THE FORMS AND STYLES OF CARDS.

The card should be printed on the best of card-board, but it should be plain, unglazed, and without gilt edges —those styles being out of date. The plain script letter, without flourishes, is the most graceful and finished of cards, the old English, German text and other fancy letters being no longer used by the best society. The engraved cards are in every way preferable to the printed ones, although these are used by some for economy's sake. The best taste does not countenance the printing of a fac-simile of one's autograph. Written cards are not so elegant or refined as the plain engraved script. The size should be neither too large nor too small, but a gentleman's card is a little smaller than that of a lady. A visiting card should not bear a business address.

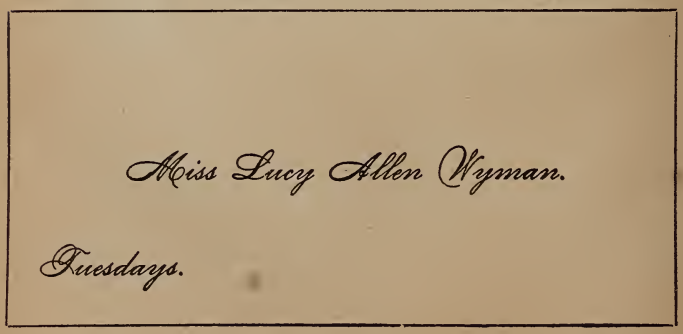
little better form by young men of fashion, as "Mr. John W. Holden."

"No titles are used in America save military, naval or judicial ones," says a high authority, but physicians are allowed to use the prefix "Dr." or the affix "M. D.," as "Dr. John Brown" or "John Brown, M. D.," the latter being preferable. A clergyman, a judge, or an army or navy officer, may use his title on his card, but militia or complimentary titles or coats-of-arms are not allowable on visiting cards.

A military card would be :



When a young lady has a regular reception day, her card may be as follows:



The varieties of business cards are almost endless, and, of course, we cannot attempt to give such forms in a work of this character.

P. P. C. CARDS.

When leaving town for a protracted absence P. P. C. cards are sent out, but they are not sent now, as formerly, when leaving for a short absence only—as for a trip to the sea shore. The initials P. P. C., stand for the French words *Pour prendre congé* (meaning to take leave) and are always in the lower right hand corner of the card, and in capitals. It is an evidence of ignorance to use the small letters, p. p. c. The initials P. D. A., (*Pour dire adieu*) mean the same, but they are not often used. These cards may be sent by mail, indeed cards are being sent more and more by mail every year.

TURNING DOWN CARDS.

It was formerly the custom to turn down a corner of the card to indicate that the call was made in person, but that fashion is almost obsolete now. Turning down a corner (usually the upper right hand one) indicates that the call was made on more than one person, and folding it across the end (usually the right end) or middle indicates that a personal call was made. In calling on old-school ladies accustomed to this practice, it may still be observed, but it is very unusual at present. Another authority says, that leaving a card with a corner turned indicates that its owner left it in person, and turning the edges indicates that the call was intended for the young ladies, as well as the mistress of the house. As our readers will see, the observances are not uniform—and they are going out of date. Bending corners to indicate condolence, etc., has given place to pencilling a sentence on the card.

CALLING CUSTOMS.

IN sparsely settled farming districts, people "visit" their friends, but the formal call is unknown. Those, however, who aspire to enter the best social circles in the cities and large towns, should learn the rules that govern calls and cards, for they underlie all social intercourse. Those reared and educated in the polished circles of a city, imbibe these rules as part of their training, but there is a large class constantly moving up in the social scale, and others moving into the cities from the country, and as they prosper in the world they are drawn into society and must learn its rules and observances. These customs are the outgrowth of long experience, and wonderfully facilitate the interchange of civilities, which constitutes society, and to the experienced eye the standing of the stranger is readily indicated by the knowledge or ignorance displayed in regard to these observances.

FIRST CALLS.

In nearly all cities and large towns it is the rule for the older residents to call first on new-comers. In Washington, however, this rule is reversed and the new-comers call first on the residents. The rule works fairly well in Washington where it seems to be a necessity, but outside of that city it has never found favor in America, although it is quite general in European cities.

Hospitable residents should call on a new-comer as

when the mistress is not receiving, should be seen if possible, and the servant admonished for the next occasion. These rules are made mainly to protect those who are over-burdened with visitors, and give them time for any pursuit they may be interested in, but in smaller cities and towns, and with those not thus over-burdened, it is better to receive all callers when possible. So, also, those who have no regular reception days, should aim to receive all visitors. An affectation of exclusiveness by ladies in small towns is very snobbish.

No lady should keep a caller waiting unless it is impossible to avoid it, and then word should be sent that she will be in soon.

If a lady is at home to certain individuals, but to no others, the servant should be plainly instructed whom to admit, as that is the only way to prevent awkward mistakes.

CALLS OF CONGRATULATION, CONDOLENCE, ETC.

Calls of congratulation may be made after an engagement is announced, or after a marriage, or after the birth of a child, or when *any* cause for congratulation arises. Calls of condolence should be made when death or misfortune of any kind overtakes an acquaintance—in short these calls are an effort to obey the scripture injunction to "weep with those that weep, and rejoice with those that rejoice." Do not call too soon after a birth. Wait until the happy mother is able to receive her friends,—it is usual to wait a month. After a death intimate friends call in about ten days—others after a month. When a formal announcement of an engagement is made, a call of congratulation should follow within a few days. After a marriage, calls of congratulation are made on the parents who sent the invitations to the wedding, as well as on the newly married couple. A call of congrat-

NEW YEAR'S CALLS.

FROM the earliest times, and among most of the nations of the earth, the first day of the new year has been set apart for religious festivities and social observances. The Egyptians and Chinese, the Greeks and Romans, and the Jews, Mohammedans and Christians, have all alike united in their special observance of *Le jour de l'an*, as the French call New Year's day. In America, the custom of making New Year's calls seems to have originated with the old Knickerbocker families of New York, who brought the custom with them from Holland, where their ancestors termed it "The great day of cake," and dispensed a liberal hospitality to all visitors.

In many of the larger cities the custom of making New Year's calls has of late years become less general than formerly, owing to a variety of causes,—such as the difficulty of making "the grand round" by those with large circles of acquaintances; the abuse of the general hospitality of the day by many upstarts, who took advantage of the occasion to crowd themselves in at places where they had no right to call, and so on. In many localities, however, the day still is, and will long continue to be fittingly observed, and as fashion is proverbially fickle, calling may be restored to popular favor among our most fashionable people at any time, for what can be more appropriate than to begin the New Year with a general manifestation of good will and regard for others?

VISITING.

SOCIETY pays more attention to the etiquette of visiting now than formerly. The old custom of inviting friends to "come whenever they can, and stay as long as they like," causes so much inconvenience that it is not much practiced at present by the best society. Friends accepting such invitations often come at the most inopportune times, and sadly disarrange one's plans, and, to avoid this, the rule now is to invite them for a specified time, as, for example, "I shall be glad to have you come on Wednesday and stay a week with us."

HINTS TO THE HOSTESS.

If invited to come on a certain day, the guest may be met at the railway station by some member of the family; if the guest is a stranger this rule is obligatory. On arriving at the house the guest should be pleasantly welcomed, and at once shown to her room. Previous to her arrival, every arrangement for her comfort should be made, such as providing plenty of fresh water, clean towels, and so on. Study the convenience of the guest and conform to her habits as far as possible. By the hospitable host the horses and carriages, books, grounds, and everything, are placed at the disposal of a visitor. The best hostess the writer ever saw had a most cordial way of greeting a guest, but there was an utter absence

BIRTHS, CHRISTENINGS, CAUDLE PARTIES AND CONFIRMATONS.

HEN a child is born, the lady friends and acquaintances call and leave cards, with kind inquiries, or send them by a servant. Gentlemen do not call at such times, but they may visit the happy father and inquire after the health of the mother and child. When the mother is able to see her friends, she sends her cards, "with thanks for kind inquiries" written thereon, to all those who have called, or else she has a caudle party.

Children are usually named after some relative or intimate friend, but there is so much freedom of choice allowed the parents in selecting a name, that no rules can be laid down. Good taste, however, would seem to suggest that names be selected for their simplicity and beauty, rather than their oddity.

The baptism and christening are performed in accordance with the rites of the church to which the parents belong. In the Roman Catholic church, if the child is feeble, the ceremony takes place as soon as possible, the priest performing the ceremony at the bedside of the mother. In the Episcopal church, the ceremony generally takes place as soon as the mother is able to go out, or when the child is about a month old. In olden

tion, for it is the hero of the occasion; but parents should remember that too much excitement is bad for so young a child, and not overtax its little nerves.

Although the church performs these ceremonies free of charge, it is customary to give the clergyman a present, if the parents are able.

When the christening takes place at the home of the parents, invitations may be issued to the relatives only, or the friends and acquaintances may be included also. The invitation may be engraved, or written in the following form :

costume. Any other hour may be chosen, if desired, as four or five o'clock. The house should be decorated with flowers, and after the ceremonies, which are performed in accordance with the customs of the church to which the parents belong, congratulations are offered to the mother and father. The guests are then offered refreshments, which are about the same as those usually prepared for other receptions.

CAUDLE PARTIES.

In olden times it was the custom to present those who called to offer their congratulations on the arrival of a little stranger (usually about three days after its birth), with a kind of spiced gruel, flavored with rum or

"Since custom is the principal magistrate of human life, let men by all means endeavor to obtain good customs."—*Lord Bacon.*

One of the striking features of this work is that it gives all the *new* customs, as in this article on "Caudle Parties," which are a recent revival of an old custom. The utmost pains have been taken to give the *fullest* and *best* information on all such subjects, and to make the book fully abreast of the times. It is a thoroughly *modern* work, in fact as well as in name.

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> *Mr. and Mrs. Charles Thurman request the honor of Mr. and Mrs. Brown's presence at the christening of their daughter (or son), on Thursday, May 10th, at three o'clock. Reception from two to five.*
>
> *No. 180 Adams Street.*

These invitations should be promptly answered, and those who attend should wear a reception or evening costume. Any other hour may be chosen, if desired, as four or five o'clock. The house should be decorated with flowers, and after the ceremonies, which are performed in accordance with the customs of the church to which the parents belong, congratulations are offered to the mother and father. The guests are then offered refreshments, which are about the same as those usually prepared for other receptions.

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COURTSHIP AND ENGAGEMENT ETIQUETTE.

PROBABLY no other theme has so great a fascination for all classes and conditions of people as love; and as this universal and all-powerful sentiment finds its outward expression in courtship and marriage, the etiquette of these subjects must receive attention in a work of this character.

In primitive times, and among savages, there were three forms of courtship—capture, purchase and service. The method of capture was for a man who wanted a wife to seize and abduct her from a neighboring tribe, in which case she became his property; and to this custom Sir John Lubbock attributes the origin of monogamy. In the custom of purchase, the man bought a wife, paying for her in cows, camels, reindeer, or other property; and in service, the man performed a certain amount of service for the parents, to win the daughter, as in the case of Jacob who worked seven years for Rachel—or fourteen rather, to finally get her. In the method of capture, there was little chance for personal choice, as it was apt to be dangerous sport to hunt a wife, and a man caught the first game he could get; but in purchase and service there was more chance for personal preference. Since beginning to write this article, a new book has appeared, called "Romantic Love and Personal Beauty." The author breaks new ground on

ETIQUETTE OF WEDDINGS.

HEN a courtship has culminated in an engagement, the next step is that of marriage. This is both a civil and religious ceremony, but it has, by universal consent, been made a joyous and festive occasion in all nations and ages. The union of two loving hearts invokes an approving smile from all classes of people, and while the forms vary somewhat in different religious denominations, and in civil and religious marriages, it can be set down as a rule that the ceremony of a grand wedding is always substantially the same.

A WEDDING IN CHURCH.

If the wedding is held in church, the following is the usual form. The guests should arrive early, and they are escorted to their seats by the ushers, who seat the nearest relatives in the front seats, the bride's kin on the left and the bridegroom's on the right, and distant relatives and acquaintances further back. The bride and bridegroom do not meet on the wedding day until they meet at the chancel of the church.

The bridegroom should drive to the church in company with his "best man," and arrive there before the bride, waiting for her in the vestry room. He should wear a full morning dress—that is, a dark or black frock coat and vest, light trousers, light tie, and light tinted gloves, if any.

The bride should be dressed in white silk, satin,

memento of the occasion, and the bridegroom often gives a simple present to each groomsman. Of course, without some excellent reason, no one should refuse to act as bridesmaid or groomsman, for it is a mark of friendship to be asked to serve. A bridesmaid who is prevented from officiating by illness or other cause, should notify the bride at once, so that she can make other arrangements. Of course, married women should never be selected for bridesmaids.

Occasionally there is only one bridesmaid, in which case she should be escorted to the altar by the bridegroom's brother, her own *fiancé*, or some other friend. It is not the correct thing for the "best man" to escort her, as his duties are to attend to the bridegroom until the ceremony is over.

THE USHERS.

The ushers wear a full morning suit, and light gloves, and a button-hole bouquet. They arrive at the church early, and seat the guests, giving the relatives the front seats (those of the groom on the right, and those of the bride on the left), and after the ceremonies they go to the reception and assist in presenting the guests to the bride and bridegroom. In England, the sexton of the church seats the guests, and there are no ushers. An usher may very properly ask a lady who wants a seat whether she is a relative of either party, as he cannot be expected to know all those in attendance.

THE WEDDING PRESENTS.

The custom of giving wedding presents originated among the thrifty Dutch, in a very generous desire to help the young people begin housekeeping, but it has become too often an occasion for the proud display of

WEDDING ANNIVERSARIES.

THE object of anniversaries is to recall vividly to mind events that are past, and which have left an impression or marked a crisis in our lives. It has now become the general custom to celebrate the wedding anniversaries, and these occasions may be made very pleasant, but the custom of giving presents at these times is often, as at weddings, carried to an extreme, and any ostentatious display is vulgar and ill-bred.

The first anniversaries are merely occasions of cordiality and pleasure. For the paper wedding, which is the first anniversary, the presents should be entirely of paper; and for the second anniversary (the cotton wedding) the presents should be of cotton cloth. To be in keeping with the occasion, the invitations also are printed on cotton cloth.

The wooden wedding (the fifth anniversary) is usually the signal for a frolic, and anything, from a wooden mustard spoon to a set of furniture, may be sent in. Elegant wood carvings are often given. Invitations may be sent on the delicate and beautiful wooden cards, which are almost equal to ivory.

The tin wedding (the tenth anniversary) is often very gay, and the fun waxes "fast and furious." Anything made of tin may be sent, and the presents are often fantastic and ridiculous. The invitations may be written or printed on tin cards, or on note paper, with a tin card enclosed in the same envelope.

of wedding cake is demanded, and the house is decorated with flowers.

For the convenience of our readers, we append a list of the wedding anniversaries in the order in which they come, but many of them are little observed. Authorities differ in regard to some of them, as for example, the fifteenth and twentieth, and for this reason we give the different forms. The crown-diamond is new, and, of course, very rare, but we have seen an account of one such wedding where the combined ages of the couple amounted to *one hundred and seventy-eight years!*

First Anniversary.....Paper Wedding
Second Anniversary.....Cotton Wedding
Third Anniversary.....Leather Wedding
Fifth Anniversary.....Wooden Wedding
Seventh Anniversary.....Woolen Wedding
Tenth Anniversary.....Tin Wedding
Twelfth Anniversary.....Silk and Fine Linen Wedding
Fifteenth Anniversary.....Crystal (sometimes the Iron) Wedding
Twentieth Anniversary....China (sometimes the Floral) Wedding
Twenty-fifth Anniversary.....Silver Wedding
Thirtieth Anniversary.....Pearl Wedding
Thirty-fifth Anniversary.....Coral Wedding
Fortieth Anniversary.....Ruby Wedding
Forty-fifth Anniversary.....Bronze Wedding
Fiftieth Anniversary.....Golden Wedding
Sixty-fifth Anniversary.....Crown-Diamond Wedding
Seventy-fifth Anniversary.....Diamond Wedding

ETIQUETTE OF FUNERALS AND MOURNING.

HEN death enters a family and claims some loved one as its prize, it is incumbent on all to show the mourners the utmost kindness and consideration. The world has always been awe-struck by the appalling mystery of death, but the tendency at present is towards less gloom and outward display of the "pomp, pride and circumstance of woe," and many now discard altogether the outward emblems of an inward grief. And yet a mourning costume does, to a certain extent, shield the wearer from the rude jostlings of a gay and thoughtless world.

ARRANGEMENTS FOR THE FUNERAL.

The gentlemen of the family see those who are to officiate at the ceremonies, as the ladies see none but their most intimate friends before the funeral. It is customary to leave the details of the funeral to some near friends, but in case there are none such prepared to take charge of the matter, it is usually left to the undertaker. A statement of the amount to be expended should be made to him, and then he can lay his plans accordingly. No one is expected to go beyond his means, and display at funerals is in bad taste. Even the rich now study simplicity.

If the deceased belonged to some organization which expects to conduct the funeral, prompt notice of the

Society will not intrude upon their privacy until such notice is received, although cards can be sent with the words, "To inquire," written at the top. Cards in reply to these should have, "Thanks for kind inquiries," written on them.

DRESS AND PERIODS OF MOURNING.

The question is often asked, how long "the habiliments of woe" should be worn. In America, society has not laid down any very strict rules, but the following are those sanctioned by the best authorities and the usage of society:

For a Husband.—The usual period of mourning is two years, although it is sometimes shortened to one. For the first six months the dress should be of crape and bombazine, with a crape bonnet and long crape veil. For the first three months the veil is not lifted in the street at all. After six months the crape may be removed, and grenadine and dead trimmings used. After the first year a lighter veil may take the place of the heavy one, and the mourning may be lightened somewhat. The custom of wearing purple the second year is obsolete. Jet ornaments only, or diamonds set as mementos, should be worn. The black kid gloves, which are worn in the deepest mourning, are objectionable in warm weather. The *gants de Suède* or black silk gloves are pleasanter to wear, and in better style. Seal-skins and black furs of all kinds are worn when in deep mourning. Some, though few, hold that the mourning should not be lightened at all for two years.

Many widows never leave off their mourning, which is considered an especial mark of respect for the dead.

For a Wife.—The widower wears mourning for one year in America, and two years in England. Widowers re-enter society much earlier than widows, and it is an

ETIQUETTE OF DRESS.

ALTHOUGH it is not true that "dress makes the man," it is true that dress is an index of character, and as such by no means unimportant. Our first impression is produced on strangers by the clothes we wear, and, as first impressions are often lasting, it is best that they should be favorable. A shabbily dressed man feels awkward and ill at ease, and a shabbily dressed woman still more so. Nature provides a suitable costume for plants and all animals, excepting man, but the "lords of creation" must devise their own covering, and exercise their own taste in so doing. A due regard for etiquette would require every one to dress well and suitably for every occasion. To make the best appearance they can with the means at their command, is incumbent on both men and women. Women of tact know full well that even sensible men take pride in their wives' appearance. Careless and slovenly women lose thereby a measure of their influence, for men, as a rule, are not attracted by slatterns, and the most devoted wife can never be proud of a slovenly husband. It is probable that not only is dress an index of character, but it doubtless also influences the manner and disposition somewhat, so that mean and shabby clothing tends to give any one mean and shabby ways.

"Costly thy habit as thy purse can buy,
But not expressed in fancy—rich not gaudy;
For the apparel oft proclaims the man."

DINNER PARTIES.

THE subjects of eating and dressing doubtless occupy more of the attention of mankind than any others. Savages, in their "struggle for existence," think much of what they shall eat, or, rather, what they can get to eat, but the manner of eating it gives them little concern, and they greedily devour their food. Civilized men, however, carefully consider not only what they shall eat, but, also, how they shall eat it, or the manners of the table. It would be interesting to trace the art of dining through its various phases. In olden times our ancestors carved their food with their hunting knives, and the joints, in their transit from the kitchen to the dining hall, had to be guarded by ushers, who, with rods, beat off the "letchers" as they attempted to seize the dinner from the cooks.

The Anglo-Saxons lived largely on bread, and hence the domestic was called a "loaf-eater," and the lady of the house the "loaf-giver." The bread was baked in large, flat cakes, which the superstitious cooks marked with a cross, to preserve them from the perils of the fire! Milk, butter and cheese, were also eaten in those days, and bacon was the principal meat. Roasted meat was served on the spit, or rod, on which it was cooked, and the guest tore or cut off a piece to suit himself. A spoon was furnished each guest, and he used his hunting knife, which he drew from his belt, but forks were undreamed of. What need was there for forks when men had

fingers—and used them? Before dinner was served, and again at its close, a servant passed a basin of water and a towel to each guest. Under the circumstances the need was apparent, and this was doubtless the origin of the modern finger-bowl.

There has been a steady advance from those times to the luxurious dinner table of the present day, and the studied and easy manners of the guests. A better example of the constantly changing and growing refinement of manners could hardly be found, but we have not space to further discuss the subject here. The growth of luxury in the last few years is strikingly illus-

company, good waiters, and good cooking.

THE INVITATIONS.

The invitations should be sent ten days or two weeks in advance. They are issued in the name of both host and hostess, and after the form given in our chapter on "Invitations, Acceptances and Regrets" (which see).

Whether written or engraved, they should be on the finest note paper, with envelopes to match. The paper

"The whole condition of society is elevated and improved by a due regard of its observances and its forms."—*Mrs. Moore.*

We give nearly all of the article on "Dinner Parties" to show how fully and ably the various subjects in this work are treated. All the other chapters are equally able, but we have only room for one in these specimen pages. Take particular notice of the illustrated plan of set table. This is only one of the illustrations on that subject. The latest and most appropriate way to set a table and serve any meal is explained, and illustrated so clearly that a child can easily understand it. This point is *new*, and it is really a subject about which all ladies wish the best information. This splendid work has really a *great many* new and attractive features like this.

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There has been a steady advance from those times to the luxurious dinner table of the present day, and the studied and easy manners of the guests. A better example of the constantly changing and growing refinement of manners could hardly be found, but we have not space to further discuss the subject here. The growth of luxury in the last few years is strikingly illustrated in the preparations for a modern dinner party, the whole world being often ransacked for novelties and delicacies. A thousand dollars is no unusual price for a single dinner for one or two dozen guests, and occasionally ten, or even twenty times that amount is spent. But rare dishes and choice wines will by no means ensure an enjoyable dinner, and the great majority of dinner givers greatly over-estimate their importance. Quite as much (the writer has frequently thought more) real pleasure is often derived from the modest entertainments given by those in moderate circumstances, as from the ostentatious affairs given by the very rich,—which may console some of our not over-wealthy readers.

The three essentials to a successful dinner are, good company, good waiters, and good cooking.

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should be plain and free from all ornaments, unless there be an initial or monogram stamped upon it.

Seven o'clock, or from seven to eight, is the most usual hour for dinner in this country. Invitations, and acceptances or regrets, are sent by messenger, unless the distance makes it very inconvenient to do so, when the post may be used. An invitation to dinner is the highest social compliment, and should be answered immediately, and in the most formal manner, as given in the chapter on "Invitations" (which see). It is better to decline than to accept, if in doubt about being able to attend. If accepted, the engagement must be scrupulously kept. If sickness, or other unforeseen cause, prevents attendance after having accepted an invitation, the hostess should be notified at the earliest possible moment, so that she may make other arrangements.

When a verbal invitation is given, the plain inference is, that it is to be an informal affair, with plain dressing, a small company, and early hours.

THE NUMBER AND WHOM TO INVITE.

The question of whom to invite will cause much deliberation. While dinners are usually regarded as entertainments for married people, a few young persons will often add to its interest. Those invited should be of the same social standing, and a hostess with tact will be careful not to invite those who are known to be enemies, or who are disagreeable to each other, at the same time. Such persons can be invited on different occasions, and thus the feelings of both will be spared. Those invited need not necessarily be acquainted; the invitation may offer them a good opportunity to become so. Then, too, the conversational powers of the guests should be considered. Some good talkers, and some

good listeners, should be invited, and they should be so cleverly selected that they will affiliate readily.

Then, again, the number to invite must be considered. The old saw is, that the number should not be less than the Graces (three), nor more than the Muses (nine); but nine would bring four on one side of the table and three on the other, and either number would leave one odd lady or gentleman. Evidently no worse numbers than these could be selected. Many people also have a superstition (unfounded beyond doubt) that if thirteen meet at table one will die within a year. The sensible hostess must decide the number to invite, and the size of the dining room and table will be taken into the account. It is wise to test the table, so that no more will be invited than can be seated comfortably. To try and squeeze sixteen in, where only fourteen can be comfortable, is not pleasant. For a small dinner, ten is a good number. When four, eight, twelve, sixteen, or other numbers divisible by four, are invited, two gentlemen and two ladies must sit together, when the host and hostess sit at the head and foot of the table, which has always been the objection to these numbers, but the guests can be easily arranged if the numbers six, ten, fourteen, eighteen, etc., are invited.

Never invite a gentleman without his wife, nor a lady without her husband. There are exceptions to all rules, and to this the exception would be an emergency imperatively demanding another guest, and great intimacy of the parties. No more than three are invited from the same family.

THE TABLE APPOINTMENTS.

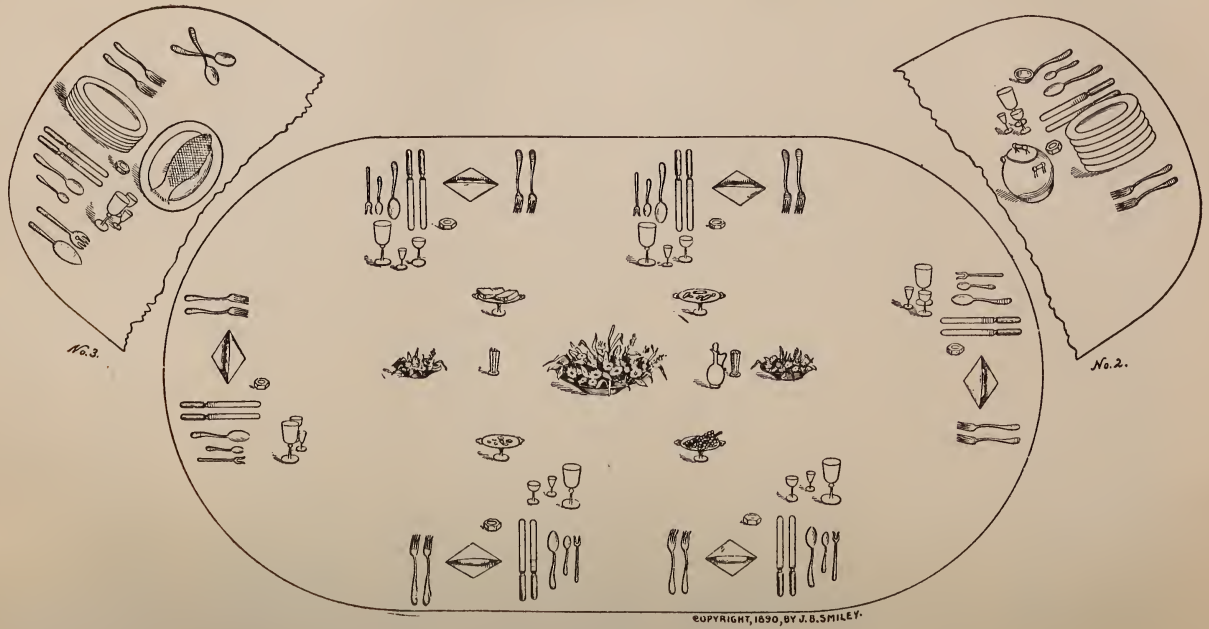
The French and the Russian methods of serving dinners are the two principal styles. In the French method the dishes are set on the table just as they are cooked,

and are carved and served by the host and hostess; while in the Russian method they are carved and served by the servants, leaving the host and hostess free to engage in conversation.

The usual plan of serving all formal dinners at present is *à la Russe* (the Russian style); that is, the servants pass everything. The table cloth should always be white, and of some material that will *wash*. It may be plain damask, or some elaborate open work pattern, but no one can go astray in using damask. The plan of putting a colored cloth underneath an embroidered one, to show off the open work, is thought by many to be inelegant, and is of questionable taste. It is always a good plan to spread cotton-flannel, or white felt, over the table, before putting on the table cloth.

In decorating the table few rules can be given, as it is so largely a matter of taste, but one very popular form is to have a small silver-edged mirror in the centre of the table, either round or oval, on which rests a cut-glass bowl, holding a carelessly arranged bunch of roses and buds and maiden-hair ferns. This centre decoration is not removed during the meal, and its prevailing color dominates the plate bouquets and the decorations of the room.

The table decorations should be so low that people on opposite sides of the table can readily see over them, or so high that they can see under them, never obstructing the view of the guests. Flowers that have a strong fragrance, like the tuberose, jasmine and hyacinth, are not as suitable as pinks, violets, roses, etc., which please the eye without emitting too strong an odor. A very popular style of ornamentation is a low, flat, round or oblong centre piece, with bouquets at each corner which correspond with the central design. There is almost no limit to the figures and designs in which flowers, fruits



PLAN OF DINNER TABLE.

EXPLANATION

OF

OUR PLAN OF DINNER TABLE.

Our illustration is intended to show the proper method of setting a table for a company of six, where the carving is to be done by the host, which is the most approved American plan. In cities, when an elaborate dinner is given, a caterer is often employed, and then, of course, he manages all the details; but our purpose is only to outline the most approved plan of serving a dinner to those who are not versed in all the points involved. When it is desired to carve at the sideboard, the plates, instead of being set before the host, are distributed at each place; but otherwise the same general arrangement prevails.

Our illustration shows two knives and two forks at each plate. Three or more are sometimes placed in this way, but two is a good rule; and if more are needed they can be brought in as required. The edges of the knives should be towards the plates.

The napkin folded square, with a piece of bread an inch thick and three inches long, or a small cold bread-roll in the folds or on top of the napkin, is placed on each plate, or in place of the plate, as shown in our illustration.

Instead of the individual salt cellars shown at each place in our illustration, salt stands are often placed at each end of the table, together with the pepper stands. The different fancy spoons needed may be crossed by their side.

At the right of each plate is arranged a goblet of water, and as many wine glasses as are needed. Our illustration shows two. More are often set. Total abstinence families of course do not use any. The water goblet is filled just before the dinner is announced. Glasses of any kind are never placed upside down. In some families water is served from the sideboard, and in others a water *carafe* for every two or three persons is placed on the table. At a party a small boquet would be at the place of each lady, and a button-hole boquet at that of each gentleman.

The grapes, fruit, nuts, raisins, candies, bon-bons, fancy cakes, etc. (whatever is intended for the dessert), are placed in two or four fancy dishes around the centerpiece—our illustration shows four.

The butter may be made up in neat balls and placed, with sufficient individual butter plates to supply the company, near to the hostess, who will serve it. It is not passed until after the soup dishes are removed. Some families place the butter on the sideboard, and have it served by the servant. We have omitted it from the table in our illustration. Of course more or less latitude is left for individual preference in these matters.

The first course will be oysters (when they are served), with which comes lemon or vinegar. Five for each plate are enough. If they are not served, the oyster-fork shown in our illustration will, of course, be omitted in setting the table.

The next course will be soup, which is served by the hostess. It should only be moderately hot, and is brought on by the servant and placed in the manner shown at the right of our illustration, in form number two.

The third course will be fish, which is served by the host. The servant brings it on and places it before him, as shown at the left of our illustration, in form number three.

The other courses follow in their order, as we have fully explained elsewhere.

We desire to say that the method of serving dinner outlined herein is followed daily by hundreds of our best bred people, and there is no good reason why it can not be followed by most families in respectable society, at least approximately. When once the habit is acquired, it is no more work to serve a dinner in good form than in a careless and silpshod manner; and it will add wonderfully to its attractiveness. No great difference should be allowed between the forms observed every day and at dinner parties. The dinner need not be so elaborate, but the method of serving it can be much the same. An ease of bearing comes from the habitual practice of the best social forms that can be acquired in no other way, and which is of great value to any one.

and mosses may be arranged, to add to the beauty and attractiveness of the table. In these days almost any known flower can be supplied at any season of the year, if the florist is only notified early enough that it will be wanted. Those of moderate means can produce most graceful ornaments with wild ferns, moss and bark, if only they have a little taste in arranging them.

Flowers that are wilted can be restored to freshness by cutting their stems and inserting them in water that is very hot. Preserved in this way, they can sometimes be kept bright for a week, which is much better than throwing them away at the first symptoms of fading.

At each lady's plate there may be a small bouquet, and at each gentleman's, two or three flowers for a button-hole bouquet or *boutonnière*.

Flowers are so often wilted by the heat and light that they should not be put on the table until immediately before serving the dinner.

For lighting the table, candles and lamps are now often used instead of gas, following an English fashion. Elegant branching chandelabra and beautiful lamps are used, but too much light on the table dazzles the guests, and it is better to have much of the light come from chandeliers and the sides of the room. The ventilation of the room should be carefully looked after, as the lights often over-heat it. A carpet should be on the floor to deaden the sound of feet. If one of the tissue paper shades, now so common, takes fire, it is so light that it will burn itself out without harm if left alone, but an attempt to blow it out may spread the flames to other shades.

Carafes, or water bottles, are placed for every three or four persons, and a salt cellar for each one. The napkins are folded square, or else in a sort of triangle, and each one holds a small, thick piece of bread. This

bread should never be in slices, but always in thick short pieces, say an inch thick and three inches long. The napkins should never have anything to suggest the "hotel" in their appearance, and they should be large, fine and serviceable. They should on no account be stiff with starch, nor folded in any novel device whatever—that is "hotel style."

At each plate there are usually placed two knives, three forks and a soup spoon, and a small knife and fork for fish, and a small "oyster-fork" for oysters. The knives and forks are never placed across the table, but the knives are at the right and the forks at the left of the plate, except the "oyster-fork," which is at the right. A goblet for water is placed at the right of each plate, and claret, wine, hock and champagne glasses, when wine is used. For sherry and Madeira, very thin glasses are now used, and as they are easily broken, they are not put on till dessert is served. At the sideboards there should be knives, forks, table and dessert spoons, sauce ladles, tumblers, wine glasses and the reserve dinner plates, the coffee cups and saucers, tea spoons and finger-bowls.

The dinner is served from the side table, which may be in the hall or pantry, if the room is small. On entering the room the guests see nothing on the table but a few wines, the bon-bons and fruit, the decorations and the "covers"—that is the place at table arranged for each person.

ARRIVAL OF THE GUESTS.

The guests should reach the house promptly on time. If too early they are in the way, and if too late they disarrange the whole plan of the dinner. Fifteen minutes is the limit of time allowed to wait for a tardy guest. At formal dinners, each gentleman finds a card

in the hall giving his name and that of the lady he is to escort, and also, sometimes, a small *boutonnière* (button-hole bouquet), which he fastens on the lapel of his coat At small informal parties, the hostess may say to each gentleman, just before dinner is announced, "Mr. Blank, will you take down Miss So-and-so?"

In entering the drawing room upon their arrival, the rule is for the lady to precede her escort, not taking his arm. When a chaperon escorts a young lady, she takes the gentleman's place. In passing out of a room the same rule prevails. When two ladies enter or leave the room together, the eldest takes precedence. In France the rule is inflexible that the lady should be several steps in advance of the gentleman, and a violation of this rule by a lady of rank, on entering her drawing room, was resented by Madame McMahon, and led to a bitter quarrel.

INTRODUCTIONS.

A gentleman should ask the hostess to introduce him to the lady he is to escort to dinner, if they are unacquainted, and before entering the dining room he should endeavor to establish easy relations with her. Guests should secure an introduction to the one in whose honor the dinner is given, and any members of the family with whom they are unacquainted. Strangers finding themselves side by side at the table, may converse freely without an introduction, but no introduction should take place at the table.

ANNOUNCING DINNER.

To ring a bell to announce that dinner is ready is not good form. The butler should enter the drawing room and quietly say, "Dinner is served;" or, better still, catch the eye of the hostess and bow. The host

and hostess should have used their utmost tact in trying to select an agreeable partner for each guest, and when dinner is announced the host offers his right arm to the lady he is to escort. This should be the one in whose honor the dinner is given, or the bride, if there is one present, or the oldest lady, or the one he wishes to especially honor. She is seated at his right at the table. The other guests follow in order, each gentleman offering the right arm to his lady, and the younger falling back to allow the older to take precedence. The hostess comes last with the gentleman she wishes to place in the seat of honor, which is at her right. The next best seat is at her left, and the second best seat for a lady is at the left of the host. The host and hostess may sit opposite each other at either the ends or the middle of the table. Husbands do not escort their wives nor brothers their sisters. In England, the guests enter the dining room in accordance with their rank, the highest going first, but that rule will not work in America.

All remain standing until the hostess is seated, when they take the seats assigned them. This is usually indicated by a card (the guest-card) laid at each place, on which is the name of the guest for whom that seat is designed. Many fanciful designs are often prepared for these cards. They may be hand-painted, with figures of flowers, landscapes or birds, or have beautiful etchings, or bronze and silver ferns, or have some design in consonance with the giving of the dinner.

The *menus* (or bills of fare) are a trifle larger than the guest-card, and are often hand-painted also, and a tiny bouquet of one or two roses, or a rose and bud, may be laid on each *menu*, which is placed beside the guest card. At other times the *menu* is put in a pretty *menu* holder. It may be proper to add, that some peo-

ple do not consider a *menu* appropriate at a private house, but this question must be settled by the taste or preference of the hostess. The present style requires that the bouquets laid on the *menus* shall be small. Those written in English are much better than those in French, as all can understand them.

SERVING THE DINNER.

Raw oysters, with a piece of lemon in the center, and served on an oyster or majolica plate, are placed at each "cover" before the guests arrive, and the bread, folded in the napkin, is at the left. In England, raw oysters are not usually served at dinner, and in American cities, where oysters are not readily obtained, they will, of course, be omitted, and the soup will be the first course. Clams are sometimes substituted for oysters.

After the oysters are eaten, the plates are removed and soup is served. Half a ladleful is enough for each guest. At very elaborate dinners two soups are sometimes served—white, and brown or clear. *Purée* is a thick soup, while a clear soup is *consommé*.

After the soup comes fish. When this is eaten the plates are removed and hot plates should be ready, on which all the meats are served. The *entrées* (pronounced ong-trays—that is, "those dishes which are served in the first course after the fish") come next, and then the roast, followed by Roman punch (if it is served, as it is only appropriate for very elaborate dinners), and this is succeeded by game and salad. The most substantial should come first, when more than one meat is served, the roast preceding the boiled.

The salad is served in various ways; sometimes with the game, at others with cheese, bread and butter, and at still others it is made a separate course by itself.

costly, each cup, saucer, plate, and the various other dishes, being a work of art. They are copied from the china made in the most famous factories abroad, and no two specimens are alike. Each course has dishes appropriate in design and shape. Thus oysters may be served on Royal Worcester or Limoges china, in scallops, and pale cream color. Dishes decorated with aquatic plants in pale sea green, may be used for the fish course; the game dishes may have designs of birds in the borders; dishes with a division for the plant and stalk may be used for asparagus, and so on, to the elegant little cups for the coffee. But the styles of dishes constantly vary from year to year, and the prevailing style can be easily learned at any time.

Wines are appointed for each course, and are served by the butler. For the soup, sherry is the most appropriate; for the fish course, hock, sauterne and chablis are used; and with the roast comes claret and champagne. Madeira and port come after the game, when they are used, and sherry, claret and Burgundy are offered with the dessert. Wines of superior quality are served after dessert. The sparkling wines, like champagne and hock, are kept in ice pails, and opened as required, instead of being decanted. Two or three wines are quite enough for a small dinner, and there is no better selection than champagne or claret with the roast, and sherry with the soup.

FAVORS AND BOUTONNIÈRES.

The giving of favors and *boutonnières* (pronounced boo-ton-ne-airs) has come to be quite an important feature of modern dinners, and much taste and ingenuity are expended in their selection. These luxuries add greatly to the elegance of the entertainment and there is almost no limit to the length to which the wealthy often

go to secure attractive novelties. There is an almost endless variety of articles which are used for this purpose, and, while quite expensive favors are often given, people of moderate means can easily prepare pretty and appropriate little presents, which may be presented to guests, and which will add greatly to their pleasure and delight, for who does not enjoy looking over, at the end of the season, the pretty keepsakes which serve as pleasant reminders of the delightful occasions on which they were presented? Doylies worked with pretty figures; silk handkerchiefs with borders; parasols of flowers, or palm-leaf fans painted by some member of the family; or cards ornamented thus with some pretty design; reticules of bright silk, and painted ribbons—these, and numberless other things, may be prepared without much cost by any one with taste, while those who do not need to consider the expense will find many novelties to excite the admiration and please the fancies of their guests.

DUTIES OF THE SERVANTS.

The butler is a very important personage on these occasions. He wears a full dress costume—dress coat, white tie, etc. The other servants wear livery. The butler makes the salad about half an hour beforehand and sees that the dinner is in readiness, and announces it to the hostess at the proper time. One who is active and capable will dish out the soup, carve, and pour out the wine, but some ladies will not allow their butlers to do anything but pass the wine.

The number of servants required depends on their ability and training. At a large dinner party one servant to every three guests is the usual estimate, and sometimes there is one for every guest, but that is osten-

ing if he wishes it. An ice-bowl, containing broken ice, is often passed around before the champagne, and the guests help themselves.

The butler should have some means of signaling to the kitchen when he wants anything, and of notifying the cook to serve another course when one is finished. The guests should not be disturbed by the clatter of dishes during the dinner, and the plates, etc., should therefore be washed at some distance from the dining room, and one or two servants should be in readiness to carry them away and return them. So much china is used that an abundance should be provided.

A servant should never reach across a person seated at the table to remove or pass anything, but should always approach guests from the left, whatever the haste may be, except in passing wine, which goes to the right, as before explained.

The custom of having the servants pass dishes to, and receive them from the guests, on little silver or brass trays or waiters, which is becoming the style at present, is certainly more elegant than the old method of passing dishes with their hands Servants are expected to be better trained and to wait on guests more constantly and quietly now than formerly.

DUTIES OF THE HOST AND HOSTESS.

The hostess must be calm and self-possessed always It is better not to try new dishes at a dinner party, nor to attempt one on such an unaccustomed scale as to be in constant fear that something will go wrong. All the guests should be greeted pleasantly, the late comers as cordially as the others, and they should be made to feel at ease at once. In case of any mishap, her equanimity must be undisturbed, and the servants must not

be reproved in the presence of the guests. If by any oversight a servant inconveniences a guest, he should be spoken to with a quiet dignity. that will not attract the attention of the others. Nothing should be allowed to mar the pleasure of the occasion.

The host must be ever on the alert to assist the hostess. He must watch the conversation, suggest new topics when it flags, direct it away from unpleasant topics, draw out the reticent and encourage the shy. The host must always aim to bring out others, while he should never shine supreme at his own table. He should possess a knowledge of the world that nothing can surprise, and a calmness and suavity that nothing can ruffle. As far as possible the wants of all should be anticipated, and "the host who has compelled a guest to ask him for anything he needs is almost a dishonored man," says one author. Neither host nor hostess should dress so elegantly as to eclipse their guests.

The hostess should never allow her plate to be removed until all the guests have finished eating.

Even formal dinners, with many courses, should not be prolonged unreasonably, and two hours is now the longest time allowed for them, an hour, or an hour and a half, being better.

The hostess should not appear to pride herself on her table, and should never press her dishes on her guests. She should neither praise her viands nor apologize for them. She offers the best she has, and allows her guests to judge of their quality for themselves.

At the close of the meal, when the hostess sees that all have finished, she looks at the lady seated at the right of the host, and the guests rise. They retire to the drawing room in the order in which they are seated, without precedence.

It is a growing custom to have music in the drawing

Total abstainers can, with perfect propriety, give a dinner without wines. Of course, this may cause surprise when people are invited who are known to use them, but any guest is bound to respect the principles of his host. Without, in this place, entering into any discussion of the total abstinence question, our readers will often be faced with these problems, and so we give the rules of etiquette regulating them.

DRESS.

At all formal dinners the ladies wear elegant full dress costumes, with diamonds and jewelry. The dresses are now cut low—so low that much moralizing is indulged in by many modest conservatives. Very long gloves are now worn.

The gentlemen wear the evening dress—low cut vests with immaculate shirt fronts, "claw-hammer" coats, and light colored gloves, which are not removed until they are seated at the table.

LEAVE TAKING.

On departing, guests may express the pleasure the occasion has afforded them, but further thanks are now considered old fashioned.

RETURNING HOSPITALITIES.

Those who accept hospitalities from others should avail themselves of the first opportunity to return them. Those who fail to do so will be judged quite harshly by society. While true hospitality is free and generous, and cannot and should not keep a strict debit and credit account, it is yet true that those who give entertainments should, after receiving an invitation, extend one in

TABLE MANNERS.

THERE is hardly any better criterion of the social standing of ladies or gentlemen than to watch their manners at the table. We shall endeavor to give in this chapter those rules with which all should be familiar, and which all should observe, but when in doubt about any point, the best way is to notice the others, and "in Rome do as the Romans do."

It seems quite surprising at times to notice how many people appear to be ignorant of the simplest matters in table manners. Well-dressed and apparently well-to-do people, will at times be guilty of the most revolting acts, which offend and even disgust their neighbors. The well-bred person regards not only his own comfort but he also considers the feelings of his neighbors, and is careful not to offend them when it is possible to avoid it. For this reason we commend the suggestions which follow to the consideration of our readers.

Each gentleman pulls out his lady's chair and assists her to draw it to the table as she assumes her seat (unless there are servants in attendance to perform that duty), before he takes his own seat.

The gloves should be removed as soon as seated, the roll taken from the napkin and laid at the left of the plate, and the napkin laid across the lap. Never tuck it under the chin, nor in the vest pockets. Lift one

LUNCHEONS, BREAKFASTS AND SIMPLE DINNERS.

DINNER parties are usually such formal and ceremonious affairs, involving so much trouble and expense, that many people hesitate about giving them, or attempt them very rarely. Various less formal affairs are, therefore, quite popular, as they involve little care or expense, and yet enable people to manifest the spirit of hospitality, for it has been felt in all ages and among all nations, savage as well as civilized, that to entertain another was a peculiar evidence of good will, which would cement friendship and heal animosities.

LUNCHEONS.

Luncheon is a meal of comparatively recent date. It may be quite a formal affair—a dinner in all but the name; or it may be a very informal and friendly gathering. Any meal taken between or after the regular meals is now called a luncheon. The invitations to a luncheon may be given verbally, or written, or, for very formal occasions, engraved. To a formal invitation a prompt answer should be sent, and if unable to attend after having accepted, the hostess should be promptly notified. Many who dread the pomp and ceremony of a "dinner," take refuge in a luncheon, and entertain their friends in a sort of formal-informal way. A colored table cloth, which a strict and elegant taste would forbid for a dinner, may be allowed at a luncheon, but even

THE FAMILY TABLE.

PERFECT ease at the table is only acquired by constant practice. The rules of etiquette should be strictly observed at home, and then there will be no fear of appearing awkward when in society. At meal times, all the members of the family should meet together around a common table, and cheerful conversation should enliven the meal. Even in families of moderate circumstances, the table should be made as tasteful and attractive as possible. A few flowers and spotless linen will be an excellent appetizer, and few families are too poor to afford these. Among the wealthy there has been a marked increase in the elegance of their table appointments in the last few years. To greet those in the room when you arrive with a "good morning," or "good evening," is a mark of politeness.

To wear gloves at any meal, breakfast, luncheon, dinner or tea, is considered "bad form," and of course all understand that they are never worn at formal meals.

BREAKFAST.

At the breakfast table, a tinted table-cloth and napkins may be used. The breakfast napkins are not quite as large as those used at dinner. Fruit is regularly served at breakfast in some families, and there is an old adage that "fruit is gold in the morning, silver at noon, and lead at night." More freedom is allowed at breakfast than at any other meal. The morning paper, corres-

TABLE-CLOTHS AND NAPKINS.

THE napery of a table is so important a matter, and does so much to make or mar a meal, that it may be well to devote a few words to the subject. The fashion of using napkins and table-cloths is very old and widely spread. The Japanese and Chinese magnates use elegantly embroidered and fringed silk napkins, which by some process unknown to us, they wash and restore to their original beauty. Elegant lace-worked napkins, which cannot be rivaled to-day, graced the tables of the early Italians, and Queen Elizabeth had beautiful napkins, made in Flanders, and edged with lace. Even the most sumptuous repast will be ruined by soiled and wrinkled linen, and the plainest and simplest meal will gain a certain attractiveness from a smooth and spotless table-cloth and napkins.

The best of napery is the cheapest to buy, as it will outwear the cheaper grades. Irish linen, unadulterated with cotton, will last for years. Very handsome napkins are made at the South Kensington schools in England, and by the Decorative Art Society in New York; and those with drawn thread and knotted fringe, made at Berlin, are very beautiful; but, for refined elegance, no napkins are superior to the plain, very thick, fine damask.

For breakfast or tea, colored or tinted napkins may be used, and they may be smaller than those used for dinner. On formal occasions, at which guests are

ETIQUETTE OF BALLS.

BALLS and dancing parties are now so popular that the etiquette of balls and the ball-room is quite an important item in the training of well-bred young people. It is no part of our purpose to discuss the ethics of dancing. It may be said, however, that the old puritanical prejudice against this form of amusement is passing away, and in "society" that prejudice now finds little countenance. It brings young people together for innocent recreation, and they enjoy "the poetry of motion" and the brilliance and gayety of the occasion. The scruples of those who are conscientiously opposed to this form of amusement should be respected by all, however, and none but very ill-bred people will ridicule or sneer at them. In giving a ball the primary object of the hostess should be to provide a pleasant and delightful evening's entertainment for her guests. As one authority says, "The requisites for an agreeable ball are, a well-bred hostess, good ventilation, good music, a good supper, guests who know their duties, and not too large a number of them."

THE INVITATIONS.

The invitations should be sent out from ten days to three weeks in advance. In our chapter on "Invitations, Acceptances and Regrets," we gave the forms for invitations. Occasionally, when a young lady is introduced

PARTIES, RECEPTIONS AND OTHER GATHERINGS.

CYNICS may rail at the weaknesses and foibles of society, and proclaim that "vanity of vanities, all is vanity!" but all society worthy of the name is at heart an exchange of civilities, and is designed to give pleasure and culture to those who participate in it. We see the first rude attempts at hospitality in the savage tribes, and at the very dawn of human history the duty of "entertaining strangers" was recognized and enjoined by the wise and good. The mere display of fashion and finery is a small part of the parties and balls, receptions, kettledrums, afternoon teas, lawn-tennis and garden parties, christenings, anniversaries and so on, which make up the great round of entertainments. Over and above all this, society brings together the wise and the ignorant, it draws out the silent and the shy, it arouses the dull mind and gives stimulus to the active intellect. It is both a moral and an intellectual force. By it prejudices are dispelled, arrogance is rebuked, and vulgar pretense is humbled. Its weaknesses are those of human nature, but it is a great school for developing and polishing its members.

EVENING PARTIES.

One writer has very cleverly defined the difference between the evening party and the ball by saying that at the party there may or may not be dancing, but at the ball there must be.

ETIQUETTE OF PUBLIC PLACES.

ELL-BRED people never reserve their politeness for the drawing-room, or any special occasions. With all such, politeness is habitual and almost instinctive. It includes both equals and inferiors. In the daily intercourse with others, in the shops and offices, on the streets, in public conveyances and at places of amusement, everywhere and at all times, that deferential regard for the wishes and feelings, as well as the rights of others, which is the surest mark of the refinement of nature which constitutes the true gentleman or lady, adds wonderfully to the pleasure of life and makes the social machinery run smoothly and agreeably. While we cannot, of course, touch on all the little points which arise in the daily contact of individuals, we will endeavor to mention the more important of those well-established customs of good society which our readers should observe in public places.

STREET ETIQUETTE.

When a funeral procession is passing, do not attempt to cross the street between the carriages. To do so is disrespectful.

When walking on the street keep to the right. A gentleman walking alone, however, should give preference, when it would be acceptable, to ladies, elderly gentlemen, or any one heavily burdened.

not stop in the aisle to converse with acquaintances and so obstruct the exit of others.

Friends should exchange greetings in the vestibule. Loud or boisterous talk or laughter is always ill-bred in such a place.

For several men, young or old, to gather in the vestibule or on the steps of a church and stare at or comment on the ladies who pass, is a practice that none but boors or buffoons will engage in. Don't do it.

Those who visit a church merely to see it, should go when no services are being held. If, however, worshipers are present, engaged in their devotions (as often happens in Roman Catholic churches), care should be taken not to disturb them.

CONDUCT AT OPERAS, THEATRES AND PUBLIC HALLS.

When a gentleman invites a lady to attend the theatre, opera or other public amusement with him, he should send her an invitation a day or two in advance. If but slightly acquainted with her the invitation may be formal, written in the third person, and sent by a messenger, or by mail. The following is the usual form :

> *Mr. Horace Howard requests the honor (or pleasure) of Miss Mary Brown's company for the opera of "Il Trovatore," on Thursday evening, October tenth, at the Columbia Theatre.*

The lady should answer the note immediately, and either accept or decline positively, so that the gentleman can make his arrangements accordingly, and her answer should be worded after the form and in the spirit of the invitation. The following is the form :

SCHOOL-ROOM ETIQUETTE.

DURING childhood a large part of the time is spent in the school-room, under the influence of the teacher. The characters and habits of the children are forming at this period, and many of those in the public schools have very little instruction at home on the subject of politeness. Teachers, therefore, have it in their power to exercise a very powerful influence by taking pains to teach their pupils those common rules of etiquette which would often be a benefit in all after life.

A teacher always gives "tone" to the school. The pupils must be treated politely if they are expected to be polite. Perfect order must be maintained; and while the fewest possible rules are laid down, those which are made should be explained to the scholars, and they should be enforced.

Pupils should be taught to be particular about their personal appearance. They should be required to have their faces and hands clean, their hair combed and their clothes as neat as possible. Habits thus formed may go with them as long as they live. The school-room should be kept as neat and attractive as possible, as that will make the children more anxious to appear well. Have a mat at the door, and require them to wipe their feet on entering the room; and also teach them to open and shut the door without needless noise,

ETIQUETTE OF THE HOME.

OF ALL the civilizing influences at work in the world marriage is the most powerful and important. Take away the refining and elevating influences of the home, and men would soon relapse into barbarism ; and we are convinced that while good manners and politeness are demanded in society, they are equally important in the home circle. Marriage should be a life-long companionship, based on mutual confidence and respect. Perfect fidelity to each other, and perfect frankness and truth, will strengthen the cords of love ; but any attempt at deception will surely weaken the ties of affection and sap the foundation of wedded happiness.

Beware of confidantes, and let no one wring from you the secrets of your married life. Whoever speaks slightingly or disrespectfully of one's life mate should be set down as a dangerous enemy, and as such systematically shunned. All have faults and eccentricities which their friends must wink at and overlook, but no well-bred man or woman will tell to others, outside the family, the foibles which should be covered with the mantle of love. To do so is very unwise, and betrays an indifference to the proprieties of life.

Secure a home of your own at the earliest moment practicable. Any one familiar with boarding-house life will tremble for the happiness of a newly-married couple who begin their wedded life in such an atmosphere. Such houses are too often sepulchres of young married

THE MANNERS OF CHILDREN.

ERY few people fully realize the importance to children of early home training. The character is then plastic and it is easily

you give him the mastery of palaces and fortunes wherever he goes."

Those children are very fortunate who in early life are trained by cultured parents, familiar with the usages of the best society; but those who are denied these advantages, and find themselves at maturity ignorant of

"Give a boy address and accomplishments and you give him the mastery of palaces and fortunes wherever he goes."—*Emerson.*

To young people a book like this will be of very great value, for there is hardly any other one thing that will contribute more to their success in life than good manners. An eminent author has said that "there is no outward sign of courtesy that does not rest on a deep moral foundation." If this book could be placed in the hands of every young person in the country, and carefully studied, it would be an inestimable benefit to them. It would help to mold their characters and start them in the right direction. And not only that, but it will help to give them that "mastery of palaces and fortunes" which Ralph Waldo Emerson (as quoted above) refers to, and to which all young men should aspire.

It is because a knowledge of etiquette is absolutely essential to success in life, and to those who would appear to the best advantage, that all young people especially should have and study this work. Every family should endeavor to keep pace with the progress of culture and refinement in these respects. There is no higher work than to try and shape aright the manners and morals of the coming generation. This book contains an immense amount of thoughtful, suggestive and sensible advice, and parents certainly cannot do a wiser act than to place it in the hands of their children. So place this book in the hands of all young people—it will be a great benefit to them.

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THE MANNERS OF CHILDREN.

VERY few people fully realize the importance to children of early home training. The character is then plastic and it is easily moulded. Children, like the young of all animals, are imitative, and if they can only be started right in the journey of life they will be saved much trouble, mortification and suffering in later years. The wise men of the world have long seen this, and it has found expression in many proverbs and sayings that we might quote if we had the space. "As the twig is bent the tree is inclined" is one that is so well known that it is almost trite. "Train up a child in the way he should go," says Solomon, "and when he is old he will not depart from it." Nor can this training ever begin too early. A clergyman was once asked by a mother when she should begin to educate her child. "How old is he?" asked the clergyman. "Three years," replied the mother. "Then you have already lost three years," was the answer. Southey says: "If easy and graceful manners are not acquired in early life, they will scarcely ever be possessed at all;" and Ralph Waldo Emerson, seeing the importance of good manners, says: "Give a boy address and accomplishments and you give him the mastery of palaces and fortunes wherever he goes."

Those children are very fortunate who in early life are trained by cultured parents, familiar with the usages of the best society; but those who are denied these advantages, and find themselves at maturity ignorant of

TREATMENT OF SERVANTS.

THE servant girl question, in this country, is a problem, and confessedly one of the most difficult, intricate and perplexing presented in modern life. The housekeeper who has a faithful and competent girl has a treasure indeed. The girls who would make the best servants—the bright, intelligent American girls—will not accept such positions, prefering to work in stores, offices and factories, on almost starvation wages often, to earning an honorable living as domestics in cultivated families. It is not our purpose here to discuss the causes which operate to produce this state of things, but only to offer such suggestions on the treatment of servants as would properly come within the province of a book on etiquette.

Much misunderstanding and trouble can often be saved by having a distinct understanding with a servant at the time she is engaged, about what her duties and privileges are to be. Many a poor discouraged housekeeper, after a set-to with an ignorant or insolent servant, has been brought to the point where she could almost say with the little fretful girl, that "the world is hollow, my new doll is stuffed with bran, and I don't want to live any longer!" And yet the servants are not always wholly to blame. An insolent and overbearing mistress will have trouble where a polite and considerate woman will get along harmoniously. If women could learn that servants are human, that they are made of flesh

BUSINESS ETIQUETTE.

E LIVE in a business age. The thoughts of men are more occupied with trade than ever before. Young men look forward to a life of business and aspire to success. Of course many qualities of mind and character are essential to those who win in the race, but politeness is by no means one of the least important. The leading business men, as well as the lawyers, doctors and other professional men, owe their success, in part, at least, to their manners. So well known is this that it is often said that if you want to be politely treated in business you should go to the head of the firm; if you want to be snubbed, go to his clerk. It is the lackey, not the lord, who is rude, the world over.

Form the habit at the start of treating all, whether rich or poor, men or women, with uniform politeness and courtesy. The polite merchant draws the best trade, and keeps it Learn also to be cheerful and to keep your temper at all times, as there is great power in it. He who commands his temper commands the situation nearly always. Never allow yourself to say mean and bitter things. You will regret it afterwards and they leave wounds that rankle often for years.

Let your business integrity be above suspicion, and make your word as good as your bond. Meet all bills and drafts promptly. If utterly unable to do so, explain the reason to your creditor frankly, and state when you can

ETIQUETTE OF PRESENTS AND BORROWING.

PRESENTS should be given as an evidence of affection or esteem, and without any thought of receiving others in return. Emerson says: "Our tokens of love are for the most part barbarous, cold and lifeless, because they do not represent our life. The only gift is a portion of thyself. Therefore let the farmer give his corn; the miner his gem; the sailor coral or shells; the painter his picture and the poet his poem." Some trifling present thus given is much better than a costly gift. Except in the case of a parent to a child, or of some near relationship, a costly present should rarely be made, as its propriety would be questionable. When a present is made ostentatiously with a hope of getting something in return, or of gaining some advantage, it partakes of the nature of bribery. People of true refinement do not make gifts which are not prompted by kindly feeling.

A note should be sent, or a verbal expression of thanks should be given, at once on receipt of a present. That should always be devoted to the purpose for which it was given, and no other. If it is an ornament for the center-table, place it there. If it is an article of dress or jewelry, wear it in the presence of the giver on the first opportunity. If it is a book, read it as soon as possible, and allude to the pleasure it gave you on meeting the donor. If it is fruit or flowers, refer to them the

GOOD AND BAD SOCIETY.

WHAT constitutes good society, and what is bad society? are questions that are often asked, and still oftener thought. How can one distinguish between the two? Young people, or those who have had little experience of the world, will often come in contact with persons surrounded with every appearance of wealth and luxury; they may give fine suppers and entertain in almost princely style, and yet they will manifest the most insolent pretense, superciliousness or unkindness to others; or the young men of the "set" may go to one of their suppers and get "beastly drunk," or at other times commit flagrant violations of the moral law; and the young women may dress flashily, spice their talk with slang, and allow the men to take coarse familiarities with them, and the inexperienced observer will ask, "Is that good society?" To all such queries we unhesitatingly say,—No, it is not. Whatever their wealth and worldly position, such people are ill-bred, and a collection of such people does not constitute good society. When people of good character, education and breeding meet together for mutual entertainment, on a footing of equality, they constitute good society. Nothing else does. It is only the counterfeit aristocracy, the *parvenus*, who violate the laws of both propriety and morals. "Call no society good," says one authority, "until you have sounded its morals as well as its manners." Thackeray maintains that any society, claiming

CONCERNING CHAPERONS.

THERE is a growing tendency in the higher circles of American society to introduce the European system of chaperonage. This tendency has been manifest for several years, and it has many earnest advocates. It is maintained that the freedom of intercourse which was permitted between the young people when the towns were small and every one knew every one else, where the children were neighbors and played together, and attended the same public schools and grew up surrounded by the same influences, is not suitable in large cities, where the young ladies go into society and come into contact with men of whom their parents know little or nothing. It is claimed that "society" is too often frequented by foreign titled rakes, and native *roués*, who regard the innocent and inexperienced girls to whom they are introduced as their legitimate prey. To save these innocent and attractive young creatures from the dangers in their path, it is proposed to introduce the French system of chaperonage. It is further maintained that foreigners coming to this country criticise and entirely misunderstand our freedom of manners. Knowing that no young lady with any claims to respectability would ever be allowed, in their own countries, to act with such freedom from restraint, they judge us by their standard and put their own construction on the matter—and that is the construction most unfavorable to the young ladies.

WASHINGTON ETIQUETTE.

SOCIAL life in Washington is peculiar, and differs from that of other cities. It takes its tone from official life. From the days of Washington to General Jackson's administration strict rules of etiquette were observed, but Jackson broke down the old barriers and inaugurated a series of popular receptions, to which all were admitted, and such rudeness was allowed as few gentlemen would tolerate in their own homes. Since then much confusion has existed, and a fixed social code has been sadly needed.

THE PRESIDENT.

Owing to his official position the President is entitled to precedence whenever and wherever he appears. He is under no obligation to return the calls he receives. To make his acquaintance no special formalities are necessary. When he receives, which is often in the morning, the visitor is shown to the room occupied by the President's secretaries. He then presents his card and waits his turn to be admitted. Those who have business are of course given precedence over those who call merely out of curiosity. On being admitted to the President's room such a visitor pays his respects, and at once makes room for others. Those going merely out of curiosity will do well to get some official to introduce them when possible. In conversation the President may be addressed either as "Mr. President," or "Your Excellency."

COUNTRY MANNERS AND HOSPITALITY.

TO ADAPT one's manners to whatever circumstances one may be in, and to appear perfectly at home and self-possessed, and place those with whom one comes in contact at their ease, is the perfection of good manners. As we have elsewhere stated, to attempt amid the simple surroundings of a country home to ape the grand style of the palace, is absurd. Shakespeare's Shepherd says: "Those that are good manners at the court are as ridiculous in the country as the behavior of the country is most mockable at court." When a country farmer "hitches up his team" and takes his wife over to spend the afternoon and "visit" some friend four or five miles away, any approach to, or imitation of, the formalities of a city "call" would be so manifestly out of place as to hardly need mention. It is the same in other respects. Manners are the outgrowth of the needs of society, and are to be studied and observed as such.

When a friend from the city is entertained in the country as a guest, no effort need be made to provide the same luxuries and comforts that he is surrounded with at home. We are all so constituted that we like a change at times, and it is a great relief to occasionally get away from the artificalities of city life and get a breath of God's pure air, and see the green fields, and the "mild-eyed" cattle leisurely chewing their cuds.

ETIQUETTE OF CONVERSATION.

NO OTHER accomplishment is so highly prized in modern society as that of conversation. The accomplished musician, or artist, or writer, will not be sought after and welcomed in all circles like the ready and intelligent talker. Talking is the one universal accomplishment which all must practice; and those who excel reap the reward of honor and esteem from others, and the pleasure they themselves derive from the exercise of their talent. Social contact is one of the greatest mental stimulants, and under its influence bright minds grow brighter and dull minds are quickened and aroused. Contact with others frees the mind from prejudice, suggests new ideas, and gives one breadth and tolerance. Bright ideas spring up spontaneously and unexpectedly, and flashes of wit often surprise the talkers themselves. There is hardly any one thing which contributes more to enjoyment and success in life than the ability to converse well. To amuse, instruct and entertain those with whom we are thrown in contact is indeed an accomplishment which is worth trying to acquire. Many men and women owe almost all their success in life to their ability to converse well, for it is not solid knowledge alone which wins in the world—the ready and adroit way of stating things, and the social qualities, are also important factors. We will endeavor to call attention to some of the faults and errors to be avoided, and also to give a few hints on the cultivation of the art of conversation.

PERSONAL APPEARANCE

Half the charm of conversation is in the appearance and manner. Uncombed hair, unclean linen, neglected teeth, or any lack of neatness will excite disgust and detract from the effect of what is said. Carelessness in these things indicates an indifference to the good opinion of those with whom one is talking, and a want of refinement of feeling. Anything flashy or ostentatious in the dress also indicates a certain vulgarity in the wearer, which will create an unfavorable impression. A brilliant person may succeed in society in spite of some such obstacles, but they are still obstacles to be overcome.

VOICE AND MANNER.

It was an axiom with the old Greeks that a loud or harsh voice indicated low breeding. Any one who will listen to the conversation of a company of low and vulgar people will be impressed by their loud unpleasant voices, while, on the other hand, in cultivated society the soft, sweet voices are noticeable. A pleasant voice will at once prepossess a hearer in favor of a speaker. Study, therefore, to modulate and control your voice, for it is almost indispensable in agreeable social intercourse.

Beware of tricks and mannerisms in conversation. They will at once impress strangers, and even close friends are greatly annoyed by them. A perfectly simple and easy manner and use of language is the highest art, and the most agreeable to others.

THE SUBJECTS OF CONVERSATION.

A fund of information, or knowledge, is essential to a good talker. This knowledge may be either general or special. By special knowledge we mean that pos-

UNSETTLED POINTS OF ETIQUETTE.

KNOWLEDGE of etiquette has been defined as a knowledge of the rules of society at its best. But society developes its own laws as they are needed; and as con-

and often occupying different stand-points, they sometimes vary on a few minor questions. Uniformity is very desirable, as it prevents confusion and saves people from making mistakes which would lead others to ascribe ignorance and lack of breeding where there was only a difference of local custom. For this reason it may be well to mention a few of these unsettled points to our readers.

THE RIGHT OR LEFT ARM.

Mrs. Dahlgreen, in her admirable little work "Etiquette of Social Life in Washington," says: "Dinner announced, the host offers his left arm to the lady," etc.,

"This is the age of social reform."—*Emily Shirreff.*

We have here something new—a chapter on "Unsettled Points of Etiquette," giving a discussion of the subjects on which some uncertainty exists in good society. This is a novel and excellent feature of this work.

Another new feature is that great attention is given to explaining the *origin* of the various social forms. Nothing will give a better understanding of a custom than a knowledge of its origin and development. It will often shed a flood of light on it. The new features like this (and there are many such) add greatly to the value and usefulness of the work, and help to make it much the best thing of the kind ever published.

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UNSETTLED POINTS OF ETIQUETTE.

KNOWLEDGE of etiquette has been defined as a knowledge of the rules of society at its best. But society developes its own laws as they are needed; and as conditions change social observances change also, and so we often find minor points of etiquette on which there is some difference of opinion and of observance even in the best circles of society. We have not in this country any courts to settle mooted points and set the fashion for all classes of society; but there never was a time when the great mass of the people were so fully alive to the importance of good manners, or so anxious to learn what the best social usages are. Writers on etiquette attempt to record and explain to their readers the customs of society; but, moving in different circles, and often occupying different stand-points, they sometimes vary on a few minor questions. Uniformity is very desirable, as it prevents confusion and saves people from making mistakes which would lead others to ascribe ignorance and lack of breeding where there was only a difference of local custom. For this reason it may be well to mention a few of these unsettled points to our readers.

THE RIGHT OR LEFT ARM.

Mrs. Dahlgreen, in her admirable little work "Etiquette of Social Life in Washington," says: "Dinner announced, the host offers his left arm to the lady," etc.,

while Mrs. H. O. Ward, in her work entitled "Sensible Etiquette of the Best Society," says: "Then the dinner is announced, and the host offers his right arm to the lady who is to be escorted by him." Now here is a direct conflict of opinion, one authority saying the *left* arm should be offered, and the other the *right*. Which is right? The weight of authority is at present in favor of the right arm. The old rule used to be that gentlemen offered ladies the left arm on the street and in the house. The custom can be traced back to the time when men passed to the left, both on foot and on horseback; and placing the lady on the left arm shielded her, and left his right arm free to grasp the sword, which was often needed in those days for self-protection. Now, however, men no longer wear swords to protect themselves from insult, and they always turn to the right in passing others. By placing the lady on the right arm she is saved from being jostled by those they meet, and it also leaves her right hand free to manage her train, which is often a matter of some importance. In some countries people still pass to the left, and still offer the left arm, but the prevailing rule in America at present is to offer the right arm to ladies. The advantage is obvious when the reason is understood.

GIVING LADIES THE "INSIDE" OR "WALL."

The old rule, still laid down in some books of etiquette, that ladies should be given the "inside" or "wall" when walking with a gentleman on the street, originated when there were no sidewalks and it was necessary to give the lady the wall to shield her from passing carriages and animals. It is sometimes said, also, that giving the lady the left arm will in many cases give her the wall, and that is advanced as one

PART II

A Manual of Instruction in Writing Social and Business Letters and Notes of all kinds: giving full Directions for the use of Capitals and Punctuation Marks; explaining the Correct Forms for addressing all People with Titles, Native or Foreign; and giving Numerous Examples and Suggestions on the Composition of Letters, etc., etc.

"To write is to speak beyond hearing, and none stand by to explain."
—*Tupper.*

This article on letters and notes occupies over sixty pages of our work, and is a remarkably *complete* and *useful* treatise. It contains a great deal of *new* matter, and an immense amount of practical information on these subjects. As a guide to young people, or as a work of reference for older ones, no better manual can be found. It covers the whole subject of the writing of letters and notes of all kinds.

Manners—Face Letters and Notes.

PART II.

LETTERS AND NOTES.

A Manual of Instruction in Writing Social and Business Letters and Notes of all kinds: giving full Directions for the use of Capitals and Punctuation Marks; explaining the Correct Forms for addressing all People with Titles, Native or Foreign; and giving Numerous Examples and Suggestions on the Composition of Letters, etc., etc.

LETTERS AND NOTES.

AT THE present day letter writing is almost universal. There are very few people who do not at some time write letters of business or friendship, and it certainly is a matter of no small consequence that they should know how to write them correctly. A clearly-expressed, well written letter will produce a favorable, while an illegible and ungrammatical epistle cannot fail to produce an unfavorable, impression. The days of long and gossipy letters have gone by. The lengthy and stately letters so common in our grandmother's days are rarely seen now. Our letters are more frequent and shorter. They are also more correct, and inaccuracies, if less common, are more noticed and criticised. It is often said that ladies excel as letter writers, and it is undoubtedly true that, for ease and facility of expression, and in social and friendly correspondence, they far surpass the sterner sex; and yet, few letters are free from mistakes in form or matter. There is certainly no good reason why so much time should be devoted to cultivating the various accomplishments which fit one for social life—such as music and dancing—and the art of correspondence should be neglected. Letters often reveal character more perfectly than conversation, as the writer is off guard and gives expression to the real feelings. Whatever is worth doing at all, is worth doing well, and this is emphatically true of letter writing; for, while spoken words may be ephemeral and soon forgotten, the written

French phrase.	Abbreviation.	Meaning.
Répondez s'il vous plaît.	*R. S. V. P.*	Reply if you please.
Pour prendre congé.	*P. P. C.*	To take leave.
Pour dire adieu.	*P. D. A.*	To say farewell.
En ville.	*E. V.*	In the town or city.
Costume de rigueur.		Costumes to be full dress.
Fête champêtre.		A country (or rural) entertainment.
Soirée dansante.		A dancing party.
Bal masqué.		A masquerade ball.
Soirée musicale.		A musical entertainment.

POSTSCRIPTS AND UNDERSCORING.

So much ridicule has been lavished on the female custom of always adding a postscript that it is hardly necessary to allude to it here. Postscripts, however, are in bad taste and should never be used when they can be avoided–as they nearly always can. Neither should words be underscored. Disraeli said that underscoring was the refuge of the "feebly forcible," and it is certainly in bad taste to continually underscore words; and yet it is a very frequent custom among a certain class of writers. While it might be too much to say that it should never be practiced, it is entirely safe to say that it should be resorted to very rarely, and the lavish use of underscoring is in execrable taste.

CROSSING THE WRITING.

Another bad habit which is quite too common is that of turning a sheet half around and writing a second time across the page—making a kind of checker-board letter of it. This is always in bad form and should never be done.

THE USE OF SEALING WAX AND WAFERS.

Sealing-wax is again coming into favor, although its use had almost died out. Many fastidious people prefer to use wax, but it is much better to use the regular gummed envelope than to make a great slovenly seal on an envelope. Every young lady should learn how to seal a letter neatly. A good impression may be obtained by covering the face of the seal with linseed oil, dusting it with rouge, and then pressing it firmly and rapidly on the soft wax. Either red or black wax is proper, but wafers should never be used—they are not in good form.

THE INK.

Clear black ink should always be used. The fancy colored inks, which were in vogue a few years ago, and which are now sometimes seen, are not considered elegant. No other color is so appropriate as black for all correspondence.

FOLDING THE LETTER.

A letter or note should always be folded carefully and put into the envelope correctly, that is, in such a way that it will not be necessary to turn the letter over to read it when it is taken out. The envelope should be directed neatly, legibly and in the proper form. Be careful always to have the address full and plain. The postage stamp should be put on straight and in the proper place, that is on the upper right-hand corner. It looks very slovenly and careless to see a stamp put on to an envelope in an unusual place, or in a crooked and irregular way. Little things like these always attract attention, and create an unfavorable impression.

We have not in the English language any designation for an unmarried lady similar to the French *Mademoiselle.* It would be a great convenience if we had.

We give a few examples of the usual forms of introductions to letters. A good form for a business letter would be as follows:

Messrs. Jones, Warwick & Co.,
Philadelphia, Pa.
Gentlemen:
Your telegram of the 10th inst., etc.

Or, where the full address is given, three lines would be occupied, as follows:

Mr. John Rogers,
19 Temple Place,
Cincinnati, Ohio.
Dear Sir:
I beg to acknowledge the receipt, etc.

A letter to a married lady would begin thus:

Mrs. A. G. Hooker,
Boston, Mass.
Dear Madam.
We send you to-day, etc.

In social correspondence the full address of the party written to is not given, and the introduction would be as follows:

My dear Daughter,—
I have just returned from, etc.

Or a lady might address a gentleman thus:

Dear Mr. Jones,—
I saw Mrs. Williams this morning, etc.

or, "I beg you, Madam, to receive the assurance of my respectful attachment;" or, "With feelings of the deepest sympathy, I remain," etc.; or, "Permit me to assure you of my tenderest friendship." The forms are numerous, but the idea is to close with some appropriate expression of sympathy, attachment or respect.

ILLUSTRATIONS OF THE OPENING AND CLOSING OF LETTERS.

A little observation will soon familiarize any one with the well-recognized forms of correspondence, but for the benefit of such of our readers as may be still in doubt, we will give a few forms, showing the date, introduction and conclusion combined, and showing, also, what we mean by having the conclusion correspond with the introduction:

A business letter would take the following form:

Allegan, Mich. Oct. 6, 1888.

Mr. John R. Briggs,
475 Blanchard Ave.,
Philadelphia, Pa.

Dear Sir:

* * * * * * *

Yours respectfully,
J. M. Locke.

A lady would be addressed as follows:

Freemont, O., Nov. 15, 1888.

Mrs. Mary Ross,
Ottumwa, Iowa.

Dear Madam:

* * * * * * *

Very respectfully,
Henry B. Weeks.

highest respect, your obedient, humble servant." The tact of the writer must at times dictate the amount of formality required, but it is best to err on the safe side and not seem lacking in respect—certainly not when addressing strangers or those occupying positions of honor.

HINTS ON PUNCTUATION.

The punctuation of the introduction and close of a letter should be as follows: The invariable rule is, that a period should follow all abbreviations, such as "Rev.," "Hon.," "Geo.," "Pa.," "Vt.," and so on. A period otherwise terminates a sentence, while a comma merely indicates a slight pause. In the heading of a letter, therefore, a comma follows the name of the town, the street, the state and the day of the month, while a period follows the year, as that closes the sentence. Thus, a letter giving the full address would be punctuated as follows: "276 Madison St., Rockford, Ill., Dec. 20, 1888." As "St." and "Ill." are both abbreviations, a period, of course, follows them; for, as we before stated, a period always follows an abbreviation, and as a slight pause follows each one, a comma should be used also. If, however, the "Street" was written in full, nothing but a comma would be used. It would then be written: "276 Madison Street, Rockford, Ill.," using a comma only, after the word "Street." So, also, the "Ill." is followed by both a period and comma; but if there was no abbreviation, a comma only would be required, as, for instance, in the following date: "Toledo, Ohio, June 20, 1888." Here "Ohio," being no abbreviation, needs no period following it; again, after the "June," no punctuation is required; while "Dec.," being an abbreviation, requires a period. The day of the month may be given in figures alone, or the suffixes "th," "st,"

The Apostrophe (').—This indicates the possessive case, and is used to indicate the omission of letters in contracted words, as, for example, (1st) Don't, o'er, I've, can't, etc.; and (2d) George's hat, Brown's stove. To avoid the unpleasant hissing sound when the possessor's name ends in *s*, the *s* after the apostrophe is not given. Thus it would be Mr. Higgins' hat, and not Mr. Higgins's hat.

The Hyphen (-).—The principal use of the hyphen is to unite compound words or phrases, such as twenty-four, that always-to-be-remembered night, etc., and in separating the syllables of words at the ends of lines.

Quotation Marks (" ").—These are placed at the beginning and end of words or sentences quoted from others. Slang words and those of doubtful propriety, and words used in a peculiar way, are also placed in quotation marks. The use of quotation marks to make certain words or phrases prominent is in bad taste, like the frequent underscoring resorted to by certain crude writers. When a quotation occurs within another, a single quotation mark only is used, and a third quotation within the second is distinguished by double marks. When several paragraphs are quoted, marks are used at the beginning of each paragraph, but only at the *close* of the last one.

The Parenthesis ( ).—This is mainly used to enclose subordinate words or phrases used in sentences, but which might be omitted without losing the sense of the text. Another use of the parenthesis is to enclose a quotation mark or exclamation point inserted in a sentence, as explained about those points.

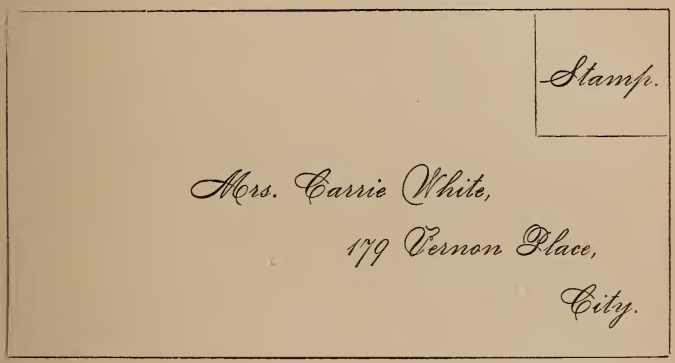
Brackets [ ].—The use of brackets is now rare. A remark or explanation made within a quotation, but not belonging to it, should be in brackets. Example.—"After much hesitation [why hesitate?] she declined."

HINTS ON THE USE OF CAPITALS.

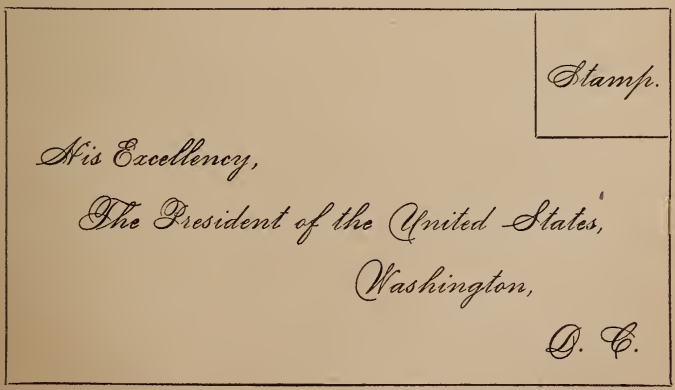
The free use of capital letters on a printed page gives it a sort of spotted appearance when held a short distance from the eye, and the tendency of the present day is to avoid their excessive use. On the written page their presence is not so observable, but the best taste even here would probably incline the same way. In a few instances, the use of capitals is demanded by all authorities. These are as follows: (1) The word beginning a sentence. (2) The names of persons and places. (3) The pronoun "I," and the exclamation "O." (4) The name of the Deity, as "God," "Lord," etc. (5) The first word in a line of poetry.

On other points, much diversity of opinion and practice prevails. In quotations the rule is to begin them with a capital if a whole sentence or more is quoted, or if it is the title of a book, lecture, etc. Words and phrases not beginning a sentence are not capitalized when quoted. The first word of a question is often capitalized, when occurring in the middle of a sentence, as, for example: "And still we ask, Has it any value?" This use of the capital is condemned by some. It is one of the varying customs. Again, the capitalization of words formed from proper nouns, such as "china," "japan," etc., depends some on their use; thus, to speak of Japan wares (meaning articles brought from Japan) would require a capital, but japanned hardware (meaning iron with a peculiar black coating or finish) would not be capitalized. We might extend these illustrations indefinitely, but tastes vary so much that almost any uniform, deliberately-followed rule is allowed in these minor points.

In large cities where letters are delivered by carriers a letter mailed to another resident of the same city would be addressed thus:



The following forms will illustrate addresses with honorary titles. The president would be addressed as follows:



Or, "Addressed," "Present," or "Favor of Mr. H. Jones," have been used instead of the "Kindness of Mr. O. A. Post," but all these forms are going out of favor at present with many of the most polished writers, and nothing is put on the envelope except the address.

On business letters the card of the writer is printed on the upper left-hand corner, and then if the letter fails to reach its destination it is returned to the sender. A letter without the "return in ten days" clause is sent to the dead-letter office if it is miscarried in any way. In social letters, however, the "return if not called for" card is not placed on the envelope.

The superscription or address on letters to titled individuals is quite an important item in letter writing, and we explain the matter at length in the section following:

ADDRESSING PEOPLE WITH TITLES.

The correct use of titles in letter writing is a matter of some importance, and ignorance of the correct forms will often be quite embarrassing. An incorrect use of titles will create a very unfavorable impression on the recepient of a letter or note. In America we have no hereditary titles, or titles of nobility, but those in use may be classified under three heads, as Social, Scholastic and Official.

The *Social Titles* in common use are, for ladies, Mrs. (from Mistress); Madam (from the French *Madame*, meaning *my dame*); Miss (contracted from Mistress); and for men, Mr. (for Mister, contracted from the Latin Magister); Esq. (an abbreviation of the English Esquire); Sir (derived from the Latin Senior, an elder, or elderly person); Gentlemen (derived from the Latin gentilis, a gens, or clan); and Master, applied

To illustrate the completeness of this article notice the explicit directions which are given for addressing people with titles. This is the most complete list ever published, and is only a fair sample of the way all the other matters are treated. Not one in a thousand could tell the *correct* way to address these different persons without such a guide as this to refer to. The book is *full* of valuable and useful information like this, and *no home should be without it.*

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usually as a title of respect to boys, although it originally meant one of eminent rank —a chief. Mr. is applied indiscriminately to all men, but Esq. was originally confined to official or prominent persons, although it is now used quite generally in America without discrimination as to rank or importance.

The *Scholastic Titles* are those acquired in the practice of some learned profession, like that of M. D. applied to a medical practitioner, or those conferred by some institution of learning, as, for example, that of Doctor of Laws (LL. D.).

The *Official Titles* are those belonging, by virtue of their office, to those in the service of the United States, or of the several States, in the civil, military or naval departments, such as Governors, Generals, etc.

When writing informal letters to distinguished persons the form must be regulated by the intimacy of the parties. Friendly letters might begin "Dear Senator," or "My dear General," or "Dear Judge So-and-so," and conclude with "Yours sincerely," or any other similar form. The address on the envelope, however, would be the same for informal or friendly as for the more formal letters, and should give the titles prescribed by social usage. The commencement and conclusion for *formal* letters to distinguished persons, and the address on the envelope, is as follows:

FOR GOVERNMENT OFFICIALS.

The President.—Commencement,—"Sir, Your Excellency:" conclusion,—"I have the honor to be, Sir, your most obedient, humble servant, John Jones." Address on envelope,—"To His Excellency, The President of the United States, Washington, D. C."

The President's Wife.—Commencement,—"Madam:" conclusion,—"I have the honor to be, Madam, your most obedient, humble servant, A. B." Address on envelope,—"To Mrs. President Hayes, Executive Mansion, Washington, D. C."

The Vice-President.—Commence,—"Sir:" conclude,—"I have the honor to be, Sir, your most obedient, humble servant." Direct the letter to "The Honorable [then give the name], Vice-President of the United States;" or, to "The Honorable the Vice-President of the United States, [then give the town and state]."

The Vice-President's Wife.—Commence,—"Madam:" conclude,—"I have the honor to be, Madam, your most obedient, humble servant." Address on the envelope, "To Mrs. Vice-President ————, [then add the town and state]."

The Cabinet Officers.—Commence,—"Sir:" conclude,—"I have the honor to be, Sir, your obedient, humble servant." Address the letter to "The Honorable [giving the name], Secretary of State;" or, to "The Honorable the Secretary of State [or of the Interior, or the Navy, or whichever it may be]."

Wives of Cabinet Officers.—Commence,—"Madam:" conclude,—"I have the honor to be, Madam, your obedient, humble servant." Address the letter to "Mrs. Secretary Evarts [or whatever the husband's name may be]."

Senators.—Commence,—"Sir:" conclude,—"I have the honor to be, Sir, your obedient, humble servant." Address the letter to "The Honorable [give the name], Senator from [give the State], Washington, D. C."

Senators' Wives.—Commence,—"Madam:" conclude,—"I have the honor to be, Madam, your obedient, humble servant." Address a letter to "Mrs. Senator [give the name, then give the town and state]."

Speaker of the House.—Commence,—"Sir:" conclude,—"I have the honor to be, Sir, your obedient, humble servant." Address a letter to "The Honorable [give the name], Speaker of the House of Representatives;" or, "The Honorable the Speaker of the House of Representatives [then give the town and state]."

The Wife of the Speaker of the House.—Commence,—"Madam:" conclude,—"I have the honor to be, Madam, your obedient, humble servant." Address a letter to "Mrs. Speaker [give the name], Washington, D. C."

Representatives in Congress.—Commence,—"Sir:" conclude,—"I have the honor to be, Sir, your obedient [or humble] servant." Address a letter to "The Honorable [give the name], House of Representatives, Washington, D. C."

The Wives of Representatives.—Commence,—"Madam:" conclude,—"I have the honor to be, Madam, your obedient servant." Address a letter to "Mrs. Congressman [give the name, then give town and state]."

The Chief Justice.—Commence,—"Sir:" conclude,—"I have the honor to be, Sir, your obedient, humble servant." Address a letter to "The Honorable [give the name], Chief Justice of the United States [give town and state];" or, to "The Honorable the Chief Justice of the United States."

The Wife of the Chief Justice.—Commence,—"Madam:" conclude,—"I have the honor to be, Madam, your obedient, humble servant." Address a letter to "Mrs. Chief Justice [give name, add town and state]."

Justices of the Supreme Court.—Commence,—"Sir:" conclude,—"I have the honor to be, Sir, your obedient, humble servant." Address a letter to "The Honorable [give name], Justice of the Supreme Court [add town and state]."

Wives of Supreme Court Justices.—Commence,—"Madam:" conclude, "I have the honor to be, Madam, your obedient, humble servant." Address a letter,—"Mrs. Justice [give name, add town and state]."

Foreign Ambassadors.—Commence,—"Sir, Your Excellency:" conclude,—"I have the honor to be, Sir, your Excellency's most obedient, humble servant." Address a letter "To His Excellency, ———, Ambassador from the Court of [give the court or country];" or, it might be "Envoy Extraordinary and Minister Plenipotentiary to [or from] the Court of [or, 'H. M., the King of ———']."

A Foreign Consul.—Commence,—"Sir;" conclude,—"I have the honor to be, Sir, your obedient, humble servant." Address a letter "To ———, Esq., U. S. Consul to ———, [state the country, as, for example, 'Her Britannic Majesty'], at [give the place, as, for instance, 'Liverpool, England']."

FOR STATE OFFICIALS.

To a Governor.—Commence,—"Sir, Your Excellency:" conclude,—"I have the honor to be, Sir, your most obedient, humble servant." Address a letter "To His Excellency [give name], Governor of [give the state, then give the city and state]."

One clergyman writing to another with whom he has little acquaintance beyond being in the same profession, frequently adopts the form, "Rev. and dear Sir." After exchanging one or two letters, he adopts the "Dear Sir."

MISCELLANEOUS TITLES.

Various titles of a miscellaneous character are used in addressing letters and notes of invitation, and we offer the following list, which will include most titles of that kind:

His Excellency and Mrs. J. A. Garfield.
Governor and Mrs. Richard Oglesby.
Hon. and Mrs. William M. Evarts.
Rev. (or Rev. Dr.) and Mrs. Leonard W. Bacon.
Professor and Mrs. J. H. Mather.
Dr. and Mrs. W. O. Brown.

If the wife also has a title, one of the following may be the form:

Drs. Geo. H. and Ellen O. Howard.
Rev. O. B. and Mrs. Dr. J. E. Frost.
Mr. W. H. and Mrs. Dr. H. F. Briggs.

In addressing a lady alone the following are the forms:

Mrs. Rev. John W. Sampson.
Rev. Mrs. Geo. Stone, or Rev. Mrs. Julia F. Stone.
Rev. Miss Abbey S. Smith, or Rev. Abbey S. Smith.
Miss Dr. Mary B. Cole, or Dr. Mary B. Cole.

His Eminence is applied to a Cardinal.
His Grace is applied to an Archbishop.
Right Rev. is applied to a Bishop.
Very Rev. is applied to a Vicar General.
Rev. is applied to a Clergyman, Priest or Rabbi.
D. D. is applied to a Doctor of Divinity.
LL. D. is applied to a Doctor of Laws.
Dr. or M. D. is applied to a Physician or Surgeon.
Dr., D. D. S., or D. M. D., is applied to a Dentist.
D. M. is applied to a Doctor of Music.

Prof. is applied to College Professors, Teachers and eminent Scholars and Scientists, who are specialists in any branch of learning.

His Excellency is applied to the President of the United States, the Governor of a State, and the Ministers to or from our country.

The term Honorable is applied to the Vice-President, members of the Cabinet, Senators and Representatives, heads of Departments and their Assistants, Lieutenant Governors, members of a State Legislature, Consuls, Mayors of cities and Judges of Law Courts.

FOREIGN TITLES.

The Queen (or King):—Commence—"Madam [or Sir]:" conclude—"I have the honor to be, with the profoundest veneration, Madam [or Sir], your Majesty's most faithful subject and dutiful servant." Address the envelope—"To the Queen's [or King's] Most Excellent Majesty."

Members of Royal Family:—Commence—"Sir [or Madam]:" conclude—"I have the honor to be, Sir [or Madam], your Royal Highness' most obedient, humble servant." Address envelope —"To His [or Her] Royal Highness."

A Duke or Duchess:—Commence—"My Lord Duke [or My Lady]:" conclude—"I have the honor to be, my Lord Duke [or Madam], your Grace's most obedient, humble servant." Address envelope, "His Grace, the Duke of ———," or "Her Grace, the Duchess of ———."

Marquis or Marchioness:—Commence,—"My Lord Marquis [or My Lady]:" conclude,—"I have the honor to be, my Lord Marquis [or Madam], your Lordship's [or Ladyship's] most obedient, humble servant." Address the envelope, "The Most Noble, the Marquis [or Marchioness] of ———."

Earl or Countess:—Commence,—"My Lord [or My Lady]:" conclude,—"I have the honor to be, Sir [or Madam], your most obedient, humble servant." Address envelope,—"To the Right Honorable the Earl of [or Countess of] ———."

Viscount or Viscountess:—Commence,—"My Lord [or My Lady]:" conclude, same as for Earl. Address envelope,—"The Right Honorable the Viscount [or Viscountess] of ———."

Baron or Baroness:—Commence,—"My Lord [or My Lady]:" conclude, same as for Earl. Address envelope,—"The Right Honorable the Lord [or Lady] ———."

Archbishop:—Commence,—"My Lord Archbishop:" conclude,—"I have the honor to be, my Lord Archbishop, with the

TO A DAUGHTER ON THE DEATH OF A CHILD.

My darling Emma:—Oh, how my heart aches for you! I feel as though my own loss was almost as much as yours. I cannot write much—I am blinded by my tears. Oh! that I could be with you, to hold you in my arms and mingle my tears with yours. May God comfort you, my darling—that is our only refuge.

MOTHER.

LETTER TO A FRIEND ON HEARING OF A REVERSE OF FORTUNE.

MOBILE, Ala., Dec. 5, 1889.

My dear Mary:—I am deeply pained to hear of your husband's sad and sudden loss of property. I hoped that with his experience and knowledge of business he would not become involved in speculation. Do not look at matters as hopeless, but try and sustain your husband in his misfortune, and let him feel that his wife can cheerfully part with luxuries that are often more highly prized than they deserve. Your character is still unchanged, and your friends esteem you as highly as ever. By economy and well-directed effort your husband may soon regain his position.

Trusting that your calamity may not prove as bad as at first anticipated, and that your prospects may soon brighten, I am,

Your devoted friend,
JULIA B. THOMPSON.

To MRS. MARY BLACK, Atlanta, Ga.

TO A FRIEND AFTER SUSTAINING A LOSS BY FIRE.

FRANKFORT, Ky., June 19, 1889.

My dear Hopkins:—I am sincerely sorry to hear of the destruction of your store by fire. I understand you were only partially insured, but trust you will not be seriously embarrassed. The spirit with which reverses are met shows the mettle of the man, and with your ability and perseverance I doubt not you will soon be in better shape than ever before. In the meantime be assured of my warmest sympathy, and, if I can be of further assistance to you, do not hesitate to let me know. Very truly yours,

JOHN W. DRAPER.

To FRANK HOPKINS,
Lexington, Ky.

LETTERS OF CONGRATULATION.

These may be written to a friend on receiving intelligence that any good fortune has befallen him, or upon the occurrence of any joyous event in his life. They

You are now just reaching an age when you will be able to appreciate the benefits and pleasures of social life, and I sincerely hope that each recurring anniversary will bring you increasing happiness, and the possession of that high health which will contribute so much to your enjoyment.

Your sincere friend,

MAY B. WILLIAMS.

To Miss Hattie Brown, 95 Bishop Court.

CONGRATULATING A FRIEND ON HIS MARRIAGE.

Fort Worth, Texas, June 19, 1890.

My dear George:—I have just received your card giving me notice of your marriage. Accept my hearty congratulations on the joyful event. Knowing as I have, your long and devoted attachment, I am the more rejoiced at its happy culmination in marriage. I sincerely hope that each succeeding year may find you happier than the one before, and that life's richest blessings may be showered upon you. Cordially yours,

FRANK CARROLL.

To George Harding, Dallas, Texas.

CONGRATULATING A FRIEND ON HIS GOOD FORTUNE.

Atlanta, Ga., Oct. 3, 1890.

My dear Jones:—I have just learned of your promotion to the position of cashier in the bank. No one has noted your rapid advancement with more pleasure than your old room-mate. I know you merit all the preferment you have yet received, and hope this is only the prelude to something much better. No one rejoices, or will rejoice more at your success, than

Your sincere friend,

JOHN GOBLE.

To Henry Jones, Nashville, Tenn.

SOCIAL AND FRIENDLY LETTERS.

The easy, graceful and prompt letter writer will usually have many friends, and retain them. In these days, however, the long-drawn-out letters of olden times are not in favor, shorter letters having taken their place. In social and friendly letters a free, easy and unconstrained style is the most suitable—a style free from formality and pedantry. In writing to one's friends, all sorts of little details may be given. These things give life to the picture and to those who feel a personal interest in one's welfare they are nearly always inter-

ANSWER TO THE LATTER.

50 Ada St., Jan. 1, 18—.

Dear Mrs. Ford:—The beautiful copy of Longfellow's Poems you so kindly sent me is just received. Longfellow has always been a favorite of mine, and I anticipate many hours of pleasure perusing this volume—a pleasure which will always be increased whenever I think of the donor. Wishing you a very happy New Year, I am,

Sincerely yours,
JOHN SNOW.

To Mrs. Mary A. Ford.

NOTE ACCOMPANYING A BOUQUET.

Miss Hanson sends kind regards to Miss Jackson, and begs her to accept the accompanying bouquet.

86 Harrison Ave., May 24.

ANSWER TO THE LATTER.

Miss Jackson returns her sincere thanks to Miss Hanson for the beautiful bouquet, and gratefully appreciates her kind expression of good will.

75 Ann St., May 24.

NOTE ACCOMPANYING A SILVER-WEDDING GIFT.

35 Waverly Place, Oct. 9, 18—.

My dear Mrs. Howard:—I have received your kind invitation to be present at your Silver Wedding on Tuesday next, and it will give me great pleasure to attend and offer my congratulations with the others present. Kindly accept the accompanying menu-holder, as a small token of my affection and esteem.

Your affectionate friend,
ELLEN M. BANGS.

To Mrs. Mary Howard.

ANSWER TO THE LATTER.

45 Drexel Ave., Oct. 10, 18—.

My dear Miss Bangs:—The beautiful menu-holder which you so kindly sent me has been received. Please accept my warmest thanks for your kind remembrance, and the expressions of affection and esteem which accompany it. Mr. Howard joins me in kind regards.

Sincerely your friend,
MARY B. HOWARD.

To Miss Ellen Bangs.

NOTES OF APOLOGY.

In the exigencies of life, notes of apology are sometimes necessary. They should be prompt, clear, and evidently sincere, and the reason should always be given for failing to meet your engagement. Never delay in

AUGUSTA,
Empress
of Germany.

ELIZABETH,
Empress
of Austria.

MARGHERITA,
Queen of Italy.

VICTORIA,
Queen of England.

MARIA CHRISTINE,
Queen of Spain.

MARIA HENRIETTA
Queen of Belgium.

LOUISE.
Queen of Denmark.

SOPHIA,
Queen of Sweden and Norway.

MARIA PIA,
Queen of Portugal.

THE QUEENS OF EUROPE.

PART III.

of Various Kinds and discussing
the Use and Abuse of
such Articles.

"The desire to be beautiful is instinctive, because we were all meant to be so."—*Miss Frances E. Willard.*

This book is virtually three distinct treatises bound together in one volume. This Part Third, giving "Suggestions about the Toilet, Beauty and Health," is designed to furnish a thoroughly competent and trustworthy treatise on these subjects, expressed so clearly and plainly as to be adapted to popular use. The enormous sales of the various toilet preparations in use shows the great need of just such information as this treatise gives. If this work could be placed in the hands of every young lady, it would save many of them from making some very unfortunate mistakes. It is just the book for mothers to give to their daughters, and mothers and daughters alike will be benefitted by the wise counsel which it gives.

PART III.

SUGGESTIONS

ABOUT THE

TOILET, BEAUTY and HEALTH.

A Popular, yet Scientific Treatise on the Cultivation and Preservation of Beauty and Health, and on Remedying Physical Defects; giving Reliable Recipes for Toilet Preparations of Various Kinds and discussing the Use and Abuse of such Articles.

PUBLISHER'S NOTE.

IT HAS been the Publisher's desire to have the subjects of the toilet and toilet preparations treated in this work in a thoroughly practical and perfectly reliable manner, if possible; and so, after this article was in manuscript, he had it carefully revised by a skillful and highly educated physician, with instructions to allow no indorsement or recommendation of injurious or questionable preparations, and this physician made many additions and suggestions. Certainly great pains have been taken to prepare an article giving all needed information on these subjects, which may be consulted by its readers with entire confidence. We hope it may prove helpful to that large class who desire to treat these matters rationally; and, while avoiding all injurious nostrums to avail themselves of the benefits of legitimate toilet preparations.

MADAME RECAMIER.

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"The road to lasting love is paved with lasting beauty. Health, beauty, love—everywhere we see them inseparably associated."—*Finck.*

"We doubt if there is a woman on earth who does not desire to be beautiful. An instinct, deeper than reason, makes her crave it, for beauty is to a woman what strength is to a man, and it gives her a charm for the other sex which all women delight in," says our author. And again she says: "Because many vulgar people have bedaubed and bedecked themselves with a coarse and revolting lack of taste, much contempt and contumely has been heaped on the arts of the toilet. Such practices cannot be defended. But why, on this account, should we hesitate to supplement or remedy defects of nature in these regards more than in others? If a child is born with a club foot we call in the aid of surgery and straighten it; if a tooth is out we replace it; and why, on the same principle, should we not seek to cover and remove other blemishes?"

This department on the "Toilet, Beauty and Health" aims to tell just how to do this. The article has been carefully revised by a highly educated and experienced physician, and it gives the very *latest* and *best* information attainable on these matters. It is a *practical* and *sensible* treatise, discussing this whole subject. It is just such an article as ladies have long desired, but which has not been accessible to them before.

Mannere—Face page 445.

ABOUT BEAUTY.

E DOUBT if there is a woman on earth who does not desire to be beautiful. An instinct, deeper than reason, makes her crave it, for beauty is to a woman what strength is to a man, and it gives her a charm for the other sex which all women delight in. Long before the advent of man on earth, Nature began to develop in the direction of the beautiful. The flowers flamed out in brilliant colors which attracted the insects, and the birds and quadrupeds began to be influenced in their sexual selection by their sense of beauty.

To the cultivated eye all Nature seems radiant with beauty. The delicate shades of blooming flowers, and the glowing tints of the sunset sky, are not exceptional, but only parts of the one great plan. Nature seems fairly prodigal with her loveliness. We see it alike in the lavish beauty of the butterfly's wing, in the radiant plumage of birds, and in the harmonious blending of the landscape hues. The flower that blooms only for a day, and fades away to be seen no more, is painted with an elaborate care worthy to last forever. Each changing season—spring, with its restful green and its blossoming buds; summer, with its ripening grain and blooming flowers; autumn, with its mellow tints and its resplendent and changing foliage; and winter, with its marvelously beautiful crystals and its pure and glistening snow and ice—each comes to us clothed in robes of radiant beauty. Nothing is too ephemeral, or too deeply hidden from

ance, seeks to enhance her charms with various devices, although, through ignorance of the best ways to produce effects, she often renders herself ridiculous. Beautiful women strive to retain their charms, and never realize that they are waning without a pang of regret. "The desire to be beautiful is instinctive, because we were all meant to be so," says Miss Frances E. Willard, "though so ruthlessly defrauded of it, on the material plane, by the ignorant excesses of our ancestors and the follies of our own untaught years." To try, as far as we are able, to help our readers to overcome the consequences of these "ignorant excesses," and to enlighten them, so that they may not commit more of these follies, is one of the aims of this work.

Because many vulgar people have bedaubed and bedecked themselves with a coarse and revolting lack of taste, much contempt and contumely has been heaped on the arts of the toilet. Such practices cannot be defended. But why, on this account, should we hesitate to supplement or remedy defects of nature in these regards more than in others? If a child is born with a club foot, we call in the aid of surgery and straighten it; if a tooth is out, we replace it; and why, on the same principle, should we not seek to cover and remove other blemishes? Every one knows of cases where it would be a positive relief to friends and acquaintances if art could hide some blemish that is an eye-sore.

The care with which a young lady makes her toilet when expecting a call from some desirable suitor, shows her sense of the importance of making herself as attractive as possible; but, after marriage, too many women become careless and indifferent about their personal appearance. If we could read the hearts of men, and reveal their secrets, we should find that much of their discontent and dissatisfaction with their wives has its

every noble aspiration, every gleam of intelligence, impresses itself on the plastic features, while every scowl of hate, and every evil emotion, leaves its trace. We all know the coarse and repulsive features which are produced by a career of dissipation, and the calm and sweet expression which comes from a life of ministering to others. Compare, for instance, the faces which we give elsewhere in the pictures of the Madonna and St. Mary, with the brazen and furrowed features of some hardened slave of sin. The importance, therefore, of obeying the laws of health, and of developing the intellectual and spiritual faculties, will be apparent to all, for these things tend in the direction of physical beauty. We know of no art which will transfer the bewitching smile of innocence and virtue to the hardened face of vice, or the rosy glow and elastic step of health to the listless victim of dissipation.

"If educators and parents," says Finck, "would impress on the minds of the young the great truth that good moral behavior and the industry which leads to intellectual pre-eminence are magic sources of youthful and permanent personal beauty, they would find it the most potent of all civilizing agencies, especially with women."

"Without beauty it is impossible to win. It has been well and wisely said:

> 'The beautiful are never desolate,
> But some one always loves them.'

The truth of this saying early forced itself on my attention," writes Miss Frances E. Willard, who is undoubtedly one of the most brilliant women of our day. (See her portrait, which we give elsewhere.)

In these pages we shall attempt to offer such practical suggestions as will help our readers to remedy defects,

ON DEVELOPING BEAUTY AND GRACE IN CHILDREN.

THERE is no mother who desires beauty for herself who does not also desire it for her children, and many of those who have been denied by nature the possession of this charm have learned its value and would gladly confer it, if possible, on those they love with all a parent's devotion. It is an undoubted fact that the body, as well as the mind, is more easily impressed and moulded in childhood than in later years, and those who wish to have handsome and well-formed children should devote attention to their physical as well as their intellectual and moral development. It is within the power of the mothers, by a little wise forethought and care, to largely mould the outward grace and beauty of their children. These things are not altogether mysterious gifts of the fairies—nor of Providence—but they come in obedience to certain laws, as do most of our blessings in life. One fact, which has been clearly brought out by modern investigation, is the power of heredity. Each child is but one link in a long chain of succession, and to remedy many of its defects it would be necessary to go back to the grand-parents. But while, in common with all intelligent writers, we recognize the full force of these laws, so that if asked how to have healthy and beautiful children we should say, "Begin with the grand-parents," we yet believe that many, or most of these defects may be largely overcome by judicious early

THE MORNING OF LIFE.

THE COMPLEXION.

IN DISCUSSING the subject of the toilet one of the first things to interest our readers, we doubt not, will be the complexion. No face can be really beautiful without a fine complexion; and this is not usually attained without some attention to the conditions which favor it. Madame Recamier, who had a most delicate complexion, was reared by a mother versed in all the arts of the toilet, who took the utmost pains with her daughter.

Among the blemishes most fatal to the complexion are sunburn, tan, freckles, roughness, wrinkles, eruptions, moth-spots and various discolorations caused by disorders of the health. These various affections will be treated on hereafter, under their appropriate heads; but as many of the discolorations of the skin can be directly traced to imperfect action of the liver, it is very important that the diet should be properly regulated, sufficient exercise taken, and any tendency to constipation at once attended to, as that is a primary cause of most of the eruptive skin affections.

Another point to which we would call attention is the importance of frequent bathing of the entire body, to remove impurities and keep the pores of the skin open and in healthy activity. No invariable rules for bathing can be laid down, as the constitutions of different individuals vary so much. Skin which is neglected until the pores become clogged cannot perform its functions properly, and the system must suffer in conse-

quence. It is essential to the health that the whole body be thoroughly washed with soap and water at least once a week, and probably, in most cases, once a day would be better.

Care, anxiety and fretting also affect the complexion, besides leaving their imprint on the countenance; so that, as far as possible, a calm and even temper should be maintained by those who would preserve their charms, and they should cultivate a cheerful temper and learn to look on the bright side of things.

IMPORTANCE OF PURE WATER.

The simplest, and possibly the best, of all the artificial aids to the complexion, is to use nothing but pure water (rain or distilled water) for washing the skin. Some of the most noted beauties of the world have tried this practice and tested its value. Ninon de l'Enclos, the great French beauty, who at the age of eighty was still handsome, never used any other cosmetic for her face. Diane de Poitiers (whose portrait we give) who, at the age of sixty-five, still preserved her charms, bore testimony to the same simple custom, and commended its observance to others; and the Princess of Wales (see her portrait elsewhere), who has the most beautiful complexion, which has stood quite remarkably the wear and tear of time, uses nothing but distilled water, in which she bathes night and morning.

Dew-water, which was in olden times so highly praised and valued for toilet purposes, and to which was attributed a peculiar charm, doubtless derived its chief value from being of the nature of distilled water —soft and pure. It is said that Adelina Patti (her portrait appears in our pages) has used dew-water for years, and will use nothing else for washing her face.

ADELINA PATTI.

It is undoubtedly excellent; but we believe rain or distilled water to be equally beneficial, and they can be much more readily obtained.

Water-melon juice.—Another wash of a somewhat similar nature (although containing salts which add to its virtue), and which has been long used and highly prized by Southern ladies who well understand its virtues, and one which possesses undoubted excellence, is the juice of the water-melon. After being exposed to the sun and wind during a drive, sail, or other outing, the juice of a melon will soothe and allay the burn and whiten the skin. The juice from both the pulp and rind is used. Washing with it cleanses the skin and makes it soft and clear. The white pulp, next the red, is sometimes crushed and bound on the skin to whiten it, with excellent results.

The lime and magnesia in hard water (the presence of which makes it hard) combine with the stearic acid of soap and form an insoluble stearate of lime. Nothing could be worse than this for the complexion. It is of a greasy nature, and, filling up the pores of the skin, makes them widen and crack under its influence. It is probable that the skin cannot be washed perfectly clean except in rain water, or some water from which the chalky alkaline salts have been artificially removed. The skin acts as a kind of external lung, throwing off by the perspiration the effete and poisonous matter of the system; and so important is this to the health that a man would die in a few hours if the pores were closed by painting his body with a coat of varnish. The necessity of keeping the pores open and at work will, therefore, be evident to all.

So many diseases can be traced directly to impure water, that if, for both drinking and the toilet, only rain or distilled water was used, the improved health and

numberless complexions, simply because cheap soap is not pure. A soap which is both cheap and highly perfumed is almost certainly bad. Diseased fat and corrosive alkalies are used in the manufacture of these cheap articles, and many diseases of the skin can be directly traced to their use. Most of the medicated soaps are also humbugs, and many of them are positively injurious to the skin. In some of them the "medicinal" quality is a blind, disguising the use of inferior ingredients. Carbolic soap does not usually contain enough carbolic acid to act as a disinfectant (putting a few drops of carbolic acid in the water used for washing is much better than relying on the prepared soap), and the tar and other soaps so often recommended are worse than useless. There is nothing better for the skin than pure, unmedicated soap—the purer the better. Probably the best of the cheaper soaps is white castile. It is made of a vegetable oil (olive oil), and saponified with soda, giving it a detergent quality which the potash soaps do not possess. It is mildly alkaline, which is an advantage.

TOILET WASHES—VARIOUS KINDS.

Various articles are more or less used by different people for toilet washes:

Ammonia—Some people add a little ammonia to the water used for bathing. It is cleansing and slightly stimulating.

Borax is a very useful accessory to the toilet, and is slightly alkaline and very cleansing. It is dissolved in the water used for washing.

Oatmeal is often used, and it makes a very pleasant toilet article. It is emollient, will tend to keep the skin soft and prevent chaps, and may often be substituted for soap to good advantage. Thousands of people, in Ireland

and Scotland, habitually use oatmeal in place of soap, and they are noted for the beauty of their complexions. No doubt the phosphatic salts, in which it is rich, aid its detergent effect, in combining with and removing the oily matters and impurities from the skin. See our chapter on the hands.

Bran is sometimes put into the water used for washing, and, being somewhat rough, it stimulates the skin by friction when it is afterwards rubbed.

Benzoin is probably one of the best toilet articles for the skin. It is fragrant, medicinal, and tends to whiten the complexion. It may be used in the proportion of two ounces of benzoin to one pint of alcohol, or in the "Virginal Milk" elsewhere given.

On no account should any liquid wash be applied to the face, containing metallic powders or earthy substances. They cause the skin to harden, shrivel and become rough and blotched.

COSMETICS.

Cosmetics (the word is derived from the Greek, *Kosmeo*, I adorn) are artificial preparations used to beautify the person. They have been used from the most ancient times, and many of the preparations used at present are credited with a great antiquity. Their use has fluctuated from the greatest popularity to the most scornful condemnation. In times of luxury they have usually been in favor, and in Rome, during her luxurious era, their use was carried to an extreme; but always, with the advent of plainer modes of life, they have been little used. Many cosmetics are very injurious to the skin, but a few of them are harmless. Among refined and cultivated people they are only used in moderation.

It may be well to caution our readers against the use of cosmetics the preparation and ingredients of which they are wholly ignorant. While this article has been in preparation our attention has been called to an analysis of a widely-advertised "balm" for the complexion, the sale of which has been pushed with unusual skill and energy. The manufacturer has loudly advertised that it was "warranted to contain neither lead, bismuth nor arsenic." This is true, but an analysis shows that it *does* contain about two and one-quarter grains of *corrosive sublimate* to four ounces of water. The habitual use of this preparation could not fail to injure the skin of any lady, and a too free use would destroy her beauty and produce most serious results. And yet the manufacturer has contrived to get the endorsement of many distinguished people, who were foolish enough to endorse a preparation the ingredients of which they knew little or nothing about. One of the most famous beauties of the last century, Maria Gunning, who married the Earl of Coventry, not content with her natural beauty sought to enhance it, and used cosmetics which caused her death. Physicians are continually called on to treat ladies suffering from the use of injurious cosmetics, and the patient almost invariably used them in utter ignorance of the harmful nature of the compound. Ladies cannot be too cautious about using cosmetics the composition of which they do not understand, however loudly they may be advertised, or however highly they may be recommended.

COLD CREAM.

The basis of most of the unguents so largely used is cold cream. It is better to prepare the cream one's self than to trust to that which is bought. The use of

Another splendid feature of this work is that we give the exact recipes or formulas for making all sorts of toilet preparations, as, for example, in the formula which we have here, for making Cold Cream. Any lady can make this herself, by the formula we give, and she will then know that it is *pure*, and that she has the *best* Cold Cream there is. This treatise is *full* of recipes of this kind, and the price of the book can be saved many times over by preparing these toilet articles one's self, instead of buying them at the stores and paying the fancy prices which are charged for them there.

Manners—Face page 476.

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COLD CREAM.

The basis of most of the unguents so largely used is cold cream. It is better to prepare the cream one's self than to trust to that which is bought. The use of

this preparation, when made out of pure materials after the formula we give, is an excellent thing for the skin, and vastly better than to resort to the unknown compounds so often bought and used by ladies. The glycerine and other ingredients of which this cold cream is made, are soothing and healing in their action on the skin; they do not close the pores, and their action is not only harmless but beneficial as well, while many of the messes commonly used are positively injurious as we have previously explained.

The formula for making cold cream is as follows: Take of pure white wax, one ounce; spermaceti, two ounces; almond oil, one-half pint. Mix these together in a glazed earthenware dish over a gentle heat. While melting they should be thoroughly stirred together and mixed with a silver or glass spoon. When melted, add three ounces of glycerine and ten drops of attar of roses. Then strain through muslin, and as it cools stir it to a snowy whiteness. A smaller quantity than this may be prepared by keeping the same proportions, and any other perfume may be substituted for the attar of roses if prefered.

Stirring and beating it well all the time it is cooling is the secret of making fine cold cream. When it is intended for the hair the glycerine may be omitted, and a little more almond oil added. On going to bed at night the face may be washed in soft water, carefully dried, and this cold cream rubbed over it carefully from forehead to chin, with the hand, and then wiped off with a soft towel. The frequency with which this unguent is used should depend on the condition of the skin, but it should not be applied *every* night.

EMULSION FOR THE COMPLEXION.

There is said to be no better emulsion for the com-

the skin. We have elsewhere explained the importance to the health of keeping these pores open and freely at work, and any powder which closes them and checks their action in discharging the effete matter from the system, will force them to retain the secretions, and lay the foundation for various eruptive diseases. When powders of any kind are used, they should be washed off before retiring, and never allowed to remain on the skin over night.

One very intelligent writer says: "The health and beauty of the skin depend mainly on the cleanliness and freedom of its transpiratory pores. If these be choked up and loaded with foreign matter, it is obvious that the regular functions of the skin cannot be fulfilled, and the result will, sooner or later, show itself in the accumulation of black deposit in the orifices of the glands, red blotches, due to deranged circulation, and even grave disfigurements, arising from the deleterious action of certain chemical ingredients used in the composition of such cosmetics."

ROUGE.

The word *rouge* is French, and means "red." There are many preparations on the market, and the use of those which are not injurious to the skin is purely a matter of taste. They have been so often abused that many are prejudiced against them. But, if it is right to adorn the person with laces, ribbons and jewels, it is hard to see why the complexion may not be "touched up" a little.

The experienced women of the world should know, however, that most of the artifices they resort to are but a thin veil through which the keen eye readily penetrates. Fresh air, pure water and exercise will do more to

DIANE de POITIERS.

(471)

"There's language in her eye, her cheek, her lip."—*Shakespeare.*

This chapter on the "Affections of the Skin" is a fair sample of the complete and thorough way in which all the different subjects are handled. Over *forty* (40) *different* affections of the skin are described in this one chapter alone, and the *very best treatment known* for each one is given. And the remedies we recommend are not the untested nostrums of irresponsible quacks, but they are the most reliable preparations known to modern science.

The amount of injury done by the use of deleterious toilet preparations is amazing, as is well known to all physicians in active practice. Such preparations are used by people in ignorance of their true character, but all these evils might be easily avoided if ladies would consult and follow the suggestions given in this book.

Manners—Face page 489.

AFFECTIONS OF THE SKIN.

THE SKIN covers the whole external surface of the body, and extends inward into all its natural openings, and there, becoming soft and moist, it is known as "mucous membrane." The derma, or true skin, lies underneath the epidermis, or cuticle, which covers and protects it. The more superficial or outer surface of the derma, or true skin, takes the form of papillæ—that is, minute soft conical bodies arranged in orderly rows. The expansions of the sensitive nerves are in the papillæ. From the derma, or true skin, myriads of pores, or openings, are provided, to the surface of the cuticle or epidermis; and through these pores the perspiration and other exhalations occur. Anything which arrests these processes, whether by internal check or by using artificial coverings or varnishes on the outer surface, is attended with great danger. The cuticle, or epidermis, is composed of a disorganized scaly substance in layers —something like the tiles on a roof. They protect the sensitive derma from injury. The outer scales are continually desquamating or falling off. The hairs have their roots in the true skin or derma, and numerous glands, secreting fatty matter which serves for their nutrition, are appended to them.

For convenience of reference the various affections of the skin of which we treat will be arranged alphabetically.

even dangerous shock to the system, in which case medical assistance should be sought as soon as possible.

Acids, when strong, will destroy or "burn" the skin. When the injury is caused by carbolic acid, apply olive oil. For sulphuric, nitric or hydrochloric acids, apply dilute ammonia, chalk, carbonate of magnesia, or the plaster from the ceiling, powdered and stirred in water. In an hour or two, apply equal parts of olive oil and lime-water on lint.

Alkalies, like ammonia or potash, when so strong as to injure the skin, should be counteracted by at once applying some dilute acid like vinegar.

Chaps. — This unpleasant affection is caused by exposure to the cold. To prevent them, keep the hands warmly covered, and, when they are washed, always wipe them perfectly dry. Pure glycerine is undoubtedly one of the best remedies for chaps. The following formula will also be found an excellent application: Take of glycerine one ounce, chalk two ounces, and milk five ounces. Mix, and rub on the hands.

Chilblains.—See our chapter on "The Feet."

Comedones.—See ACNE.

Corns.—See our chapter on "The Feet."

Dandruff or Scurf.—See our chapter on "The Hair."

Dark Lines under the Eyes.—These are caused by some drain on the system, which lowers it below the normal standard. Lack of sleep, dissipation, exhausting diseases, etc., may produce this effect. The treatment must, of course, vary with the cause. When due to overwork, dissipation, etc., the manner of life must be changed, and a tonic treatment is almost always needed.

For local treatment, bathe the parts often with cold water, and then apply friction with the fingers or towel. A little turpentine liniment or weak ammonia, say one

THE PRINCESS OF WALES.

Freckles.—The discolorations of the skin known as "freckles" may be caused by exposure to the sun, or by disorders of the internal organs. When caused by the action of the sun, a very simple but effective remedy is to touch them with nitre (saltpetre) moistened with water and applied with the finger. Apply three times a day, and it will remove them without further trouble. A good wash for freckles, which should be applied five or six times a day, is saturated solution of borax and rose water. When the freckles are caused by disorders of the internal organs, a regular physician should be consulted.

Frost Bites.—For these the part attacked should be rubbed in snow and then in very cold water. Then cold, dry flannels should be applied. The theory is, that the circulation should be restored *slowly*. To apply heat is a very dangerous operation, and may cause serious inflammation. For slight frost bites, very beneficial results often follow from putting the part affected in strong salt and water for twenty or thirty minutes. If soreness follows frost bites, treat as for burns and scalds.

Greasiness of the Skin.—This complaint is quite common, and is usually caused by want of tone in the sebaceous glands, so that they secrete abnormal quantities of oily matter in excess of their natural use. The general hygienic treatment is very important in this as in other skin diseases. Among the more important directions are to abstain from rich foods, and eat plenty of fruit in the morning to act as a laxative, and also eat green foods, like dandelion, etc., in their season, and also drink some of the saline mineral waters. Vapor baths, and douche baths, tepid or cold, according to the season of the year, out-door exercise, and avoiding hot, crowded rooms, are important. Friction with flesh

Nettle-rash.—This affection takes its name from its resemblance to the appearance of the skin after having been stung by a nettle. It is often caused by indigestion, or eating some food like lobster, preserved meats or other articles which disagree with the patient. The treatment is to remove the cause — avoid any particular article of food to which it can be traced. Some laxative should be given (the cathartic mineral waters, like Hunyadi Janos, are best for this purpose, especially if the disease appears in summer), followed by doses of soda or magnesia. To allay the irritation or itching, relief may nearly always be obtained by bathing in warm water in which soda has been dissolved, or apply a lotion made of twenty grains of carbonate of soda, two teaspoonfuls of glycerine, and rose water sufficient to make six ounces. Do not try to suppress the eruption, least it lead to more serious trouble.

Pallid Skin.—This is an indication, usually, of debility. It may be occasioned by loss of blood, or other vital fluids, insufficient supply of food or oxygen, or from dissipation, over-study, or any excess. These cases can generally be easily cured by a proper course of hygienic living and a few remedies properly administered. For local treatment, cold bathing, followed by friction, is recommended, and for the cheeks the following: Take one ounce of dilute liquid of ammonia, two ounces of glycerine, and four ounces of pure water. Mix, and apply for about three minutes each day, working well into the skin. Afterwards rub with a soft towel for three or four minutes. Double the glycerine if the skin becomes irritated by the process. If medicine is needed, consult a physian.

Pimples.—These eruptions may occur on the face, or they may cover the whole body. They are usually an indication that the system is out of order, and should

MADAME de STAEL.

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THE HAIR.

ST. PAUL said: "If a woman have long hair it is a glory to her." The hair certainly bears an important relation to beauty, and its loss would be the destruction of female loveliness. In all nations and ages its praises have been sung. One author says: "It relieves and surrounds happily all that is attractive and beautiful in a female face; even in old age, it is one of the most forcible reasons for respect." A beautiful head of hair is no insignificant item in a girl's dowry. When the growth of hair is too luxuriant it becomes quite burdensome. A healthy growth will not usually extend below the waist. It is naturally much heavier or thicker on some heads than others. (See the illustrations of St. Mary and Mrs. M——— for heavy growths of good hair.)

The inherited constitution and pre-disposition, the temperament, the health, and accidental circumstances, all affect the quantity and quality of the hair. Ill-health, mental trouble and anxiety, may cause the hair to fall prematurely, and a disposition to fret and worry, or overstudy, may weaken and thin it. Persons of bilious and sanguine temperaments usually have more abundant hair than those of nervous and lymphatic temperaments.

Among the causes which injure the hair, and which may be easily avoided, may be mentioned the use of tight-fitting bonnets, or hats which are impervious to the air; the use of pads, heavy artificial plaits, fringes and head-dresses, and the absurd and unhealthy custom

about using washes of cantharides and other irritants, designed to stimulate the growth of the hair.

Baldness.—See "Thin and Falling Hair."

Bandoline.—See "Curling the Hair" for a recipe.

Bleaching the Hair.—Most of the agents used to bleach hair are positively injurious, and should never be used. The simplest and most harmless preparation for this purpose is peroxide of hydrogen, sometimes called "oxygenated water." It is sold under many high-sounding names, but can be bought at almost any drug store for a moderate price. It is as colorless and transparent as pure water. It should be kept in a blue glass bottle, and in a dark place, as the light will decompose it. To apply it, first wash the hair with hot water containing the preparation of soap, ammonia, and soda previously given. This is intended to make the hair perfectly clean, as otherwise little effect will be produced by the liquid. Then dry the hair thoroughly (this is quite important), and apply the peroxide. This is best done with a tooth brush, going over the hair carefully one strand at a time, from the scalp to the end, wetting every part. Another way is to wet the hair with a small sponge and then brush it with a soft brush to distribute it evenly. The best time to use it is in the morning, and, when practicable, in the sunlight, leaving the hair unbound until it dries. Repeat the operation on the second, third and succeeding mornings, until the desired shade is reached. The number of applications needed will depend somewhat on the natural color of the hair, one or two applications sufficing for light hair, and four or even six being required for the darker shades. As the hair grows out it must be touched up near the roots frequently (say once a month), or it will look dark and dirty there; bleached hair must also be washed often, as it shows dirt plainly.

MISS FRANCES E. WILLARD

The hair to which this preparation is best adapted is coarse, dark brown hair, which is inclined to be curly. It gives this a rich gleaming color. The natural hue of the hair will, however, affect the operation of this agent, and some shades will become dull and faded looking, and others a ruddy gold. When properly used this peroxide is harmless, but its persistent use will gradually lighten the hair until it becomes a pale flaxen —almost white. But carried thus far the hair will be considerably injured and its vitality impaired.

Another means employed to accomplish this result is by the use of strong oxalic acid (one ounce to a pint of boiling water) which is applied to the hair with a sponge, after greasing the skin, which is done to protect it from the action of the acid (it should act in five minutes). Covering the hair with a paste made of powdered sulphur in water, is another method employed. One should sit in the sunlight for several hours with this on the hair. Bi-sulphate of magnesia and lime is sometimes used, but none of these things are equal to the peroxide of hydrogen, and we do not recommend them. We should advise not to bleach the hair by any method.

For a preparation for bleaching wigs, see "Wigs."

Curling and Crimping the Hair.—To make naturally straight hair grow in curls is probably impossible. The nostrums advertised for this purpose are almost all injurious. Heated irons, unless wrapped in paper as a safeguard, are destructive to the vitality of the hair. The too liberal use of oils and hair washes will often give hair a straight and lank appearance. Discontinue their use and wash the hair in soft water, dry it carefully, and then, with a soft brush, brush it in waves instead of straight lines. This will relieve the stiff and lank appearance, if properly done. Among the simplest and best things to use on the hair

friction, and carefully comb and brush the hair with a soft brush, and once a day apply the following:

Take of castor oil.....1 ounce.
Tincture of cochineal.....1 ounce.
Rectified spirits.....1 pint. Mix.

Hair Dyes.—We suppose it to be useless to declaim against the folly and danger of using poisonous and deleterious dyes and washes for the hair. As long as the desired change can be produced, the red hair turned dark or the dark hair made blonde, the ardent vanity of women will lead them to resort to the use of such preparations as they believe will accomplish the desired result. The most we can do is to point out the dangers of using poisonous preparations, and give directions for using those least injurious to the hair. All the preparations of lead, copper and bismuth are poisonous and dangerous. The continued application of these ingredients will often produce most deleterious results, both on the hair and the general health—which may even result in paralysis and death.

Hair is naturally darker at the scalp than at the ends, because at that point there is a more copious supply of coloring matter in the cells. The most beautiful hair is never all of one shade, and to make it so gives it an unnatural appearance and strongly suggests dyeing. Tresses of varying hues, as the light plays through them, have always been the delight of artists.

Before applying any dye or coloring fluid, the hair should be thoroughly cleansed from grease and dirt by washing it with hot water, in which ammonia, soda and borax are dissolved, as without this precaution the dyes often will produce no effect. After drying the hair carefully the dyes can be best applied, usually, with a soft tooth brush. Dip it in the dye and then brush the hair with it. There is always danger of staining the

MRS. M———. (Showing Hair.)

skin, and it is a safeguard to smear it (the skin only—*not* the hair) with pomatum, to keep the dye from touching it. This can be washed off afterwards and objectionable discoloration avoided.

Black.—By washing the hair repeatedly in a preparation of iron until the liquid is absorbed into the hairs, and then washing it in a preparation of tannin, they will act chemically on each other and produce a black color. This is the principle on which black ink is produced. This is as harmless as any black dye we know. The process is as follows:

Take of sulphate of iron.....10 grains.
Glycerine.....1 ounce.
Distilled water.....1 pint. Mix.

Twice a day for three days wash the hair thoroughly with this preparation, and then dry and brush it well. At the end of three days apply the following:

Take of gallic acid.....4 grains.
Tannic acid.....4 grains.
Distilled water.....1½ ounces. Mix.

Apply this with a fine-tooth comb, being careful to keep it from the skin, which it will stain. Subsequently they may both be applied once a day, applying the second preparation an hour or two after the first, until the hair becomes black.

Another:

Take of nitrate of silver.....7 drachms.
Rose-water.....8 ounces. Mix.

This is a French recipe. Used at full strength it produces a perfect black. By adding its bulk of distilled water it will make the hair a deep brown or chestnut. If twice its bulk of water is added it produces a light brown shade.

EYEBROWS AND EYELASHES.

DARK and regular eyebrows and eyelashes certainly give a beauty to the face, in every way superior to the lighter colors. No inconsiderable part of the impression which the eye produces is due to the eyebrows and eyelashes, and they are an important factor in the expression of the countenance. Among the Greeks, eyebrows which met in the middle were not popular; but the Roman fashion favored them and resorted to artificial means for their production. The Persians, Egyptians and Assyrians painted their eyebrows to increase their apparent width.

THE EYEBROWS.

The eyebrows should arch slightly, be moderately thick and lie smooth, to be beautiful. Although tradition ascribes future prosperity to persons whose eyebrows meet, it is usually considered a deformity, as it gives a scowling expression to the face. The remedy is, to pull out each hair, for about one-third of an inch, between the brows.

To correct irregular eyebrows, all the irregular hairs which make them appear uneven should be plucked out with tweezers. The eyebrows should be combed, and brushed with a soft brush toward the ear. A little olive oil may be applied with advantage occasionally.

If the hair grows too long, it may be clipped with

ST. MARY.

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THE EYES, EARS AND NOSE.

PASCAL has called attention to the fact that if Cleopatra's nose had been a little longer it might have affected the political destiny of all the later nations. The eyes and nose are so prominent that if they are irregular or deformed they arrest at once the attention of the beholder, and the beauty of the countenance is destroyed. The ears, however, are less prominent, and, if inelegant, can be more easily concealed by arranging the hair for that purpose. Savages, with their absence of correct taste, and their blind slavery to their local fashions, produce various disfigurements of these organs.

THE EYES.

The eyes are the most expressive feature of the face. They are the soul's mirrors, and reflect the thoughts within. Guyon has said that "Whoever has received from God the precious gift of strong, beautiful eyes, should carefully preserve them."

The great enemies of the eyes are wind and dust, the glare of the sun or artificial light, and overtaxing them in reading, study or work. Those who are exposed to the wind and dust should protect their eyes with glasses. Ladies have some protection in their veils, but these should be dark colored and the meshes close set.

The glare of the sun, as on white sand, etc., may be met by wearing colored glasses (the London-smoke is the best). So far as the over-work is concerned, each

one must exercise his own common sense and be careful not to overtax his eyes. When the eyes are easily irritated by the wind and sun, a wash of one part of camphor to eight of rosewater will be found beneficial.

Children should not be subjected to sudden changes from darkness to light, and their hair should never be allowed to fall into their eyes and irritate them.

If the eyes are sticky and gummed together, they may be bathed for a few minutes in tepid milk and water; but do not rub them, as that will cause irritation.

Persons who are afflicted with long or short sightedness should wear glasses adapted to their eyes, as it relieves them from constant strain and tends to their preservation.

Bilious Eyes.—These are caused by inaction of the liver. The treatment is internal remedies, exercise, cold bathing, and a nourishing diet.

Black Eye.—When the eye receives a slight bruise the discoloration of the surrounding tissue which so often results may frequently be prevented by the application of a little brandy, whisky or spirits of wine.

Bloodshot Eyes.—They may be treated by using some of the lotions elsewhere recommended for chronic cases of watery eyes.

Cross Eyes.—See "Squinting."

Objects in the Eye.—When a cinder or other substance gets into the eye, do not rub it—that will make it worse. Wait a minute, and then gently open and close the lid. The tears which follow this operation will usually wash out the intruding substance. If this fails, however, turn out the lid under which is the substance, and remove it with a soft handkerchief. The eye may be painful for an hour or two after the object has been removed, but by bathing it with a little warm salt water the redness will soon subside. If the object is

THE FIRST HOUR OF NIGHT.—(Raphael.)

THE MOUTH AND TEETH.

DANTE has said that "the mouth is the end of love." It possesses both beauty of outline and the charm of emotional expression. Sir Charles Bell has said that "the lips are, of all the features, the most susceptible of action, and the most direct index of the feelings." The mouth is man's most delicate instrument for intellectual and emotional expression. The under lips should be fuller than the upper, and Winckelman says, "the lips answer the purpose of displaying a more brilliant red than is to be seen elsewhere." "The size and shape of the lips afford an index of coarse or refined ancestry," says Finck. See, for a beautiful mouth, the portrait of Diane de Poitiers which we give, and some of our other illustrations.

THE LIPS.

The skin of the lips being very thin they are easily deranged, and often the atmosphere will cause them to chap and crack. They may be modified or distorted by pernicious habits. Sucking and biting their lips, which is a trick of some children, will distort them, and, unless the habit is given up, may cause permanent deformity. The habit of making mouths never adds any to the emphasis of conversation, and is to be condemned, as it may lead to actual malformations. When lips are too thin, sucking them will sometimes increase their thick-

for eruptions on the lips is the following: Take one scruple of tannin, one gill of water, and six drops of essence of bergamot. Mix thoroughly, and apply with a soft linen cloth.

Fever Blisters.—These should not be rubbed or scratched. Every three or four hours they may be touched with the following: Take one teaspoonful of glycerine, ten drops of carbolic acid, and two drops of attar of roses. Mix.

Herpes Labialis, as it is called, an eruption which attacks the lips, we have previously treated among the "Affections of the Skin" (which see).

Pale Lips.—This is usually an indication of debility. In such cases, constitutional treatment may be required. A simple local treatment is to rub them briskly with a tooth-brush or a woolen cloth. This calls the blood to the surface, and the glow will often last for hours. Cayenne lozenges, moistened and rubbed over the lips, will deepen the color by stimulating the blood vessels. A harmless color for the lips may be made as follows:

Take of oil of sweet almonds.....3 ounces.
Spermaceti.....1 ounce.
Rice flour.....½ ounce.

Melt in an earthen jar over a slow fire, and stir well until cold. Perfume with a little rose oil. Put some alkanet powder in a muslin bag and let it soak for a week or ten days in the almond oil before that is used. This will impart a red color. This is much better than any preparation of poisonous red lead. If alkanet root is soaked in alcohol for three or four days, and then strained and bottled, it makes a good rouge for the lips. It may be applied with a piece of linen.

Red and Swollen Lips.—For these, apply a warm bread-and-milk poultice, or one made of potatoes.

NINON de l'ENCLOS.

We give here directions for making some of the best dentifrices, or tooth powders and washes, ever prepared. They will cleanse and *preserve* the teeth, and they can be made very much cheaper than such preparations can be bought for at the stores, besides being much better for the teeth than most of them. This book is *full* of valuable and useful suggestions like these. In fact the information which it gives is so important and reliable that it should be *in every family.*

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an opiate, none of it should be swallowed. After the pain subsides, a strong solution of tannin may be used as a mouth wash, and it will hinder the return of the pain. The daily use of this, or salt in tepid water, will harden the nerve pulp, and so check the pain from starting again.

Tooth Powders.—One of the best dentifrices known, is recently prepared fine charcoal — especially that of the areca-nut. It has deodorizing properties and acts mechanically as well as chemically. It cleans the teeth by friction, without scratching, as harder substances are apt to do. The following formula will be found good:

Take of powdered charcoal.....5 ounces.
Cuttle-fish bone (powdered).....2 ounces.
Myrrh.....1 ounce.
Orris root.....1 ounce. Mix.

Or like proportions in other quantities. This is a safe and good tooth powder, and much better than the usual articles sold in the stores. Unless made of the areca-nut charcoal, this dentifrice is black, its color being the only objection to it. Hard-wood charcoals, like hickory or maple, are best for the teeth.

Camphorated chalk possesses antiseptic qualities as well as those of an inert nature, and it makes an excellent tooth powder. The proportion should be one of camphor to eleven of chalk.

When teeth manifest a tendency to decay, an excellent antiseptic tooth lotion is the following:

Take of camphor.....1 drachm.
Rectified spirits.....20 drops.
Distilled water.....1 pint. Mix.

Or take one ounce of tincture of myrrh, and one ounce of compound tincture of cinchona, and one ounce of distilled water. Mix.

THE HANDS AND ARMS.

BEAUTIFULLY formed hands and arms are a great attraction, and, alas, they are quite too rare. Long, slim or bony arms are not compatible with beauty. They suggest emaciation and a want of vigor and health. The arms of savages are longer and not so full and well rounded as those of civilized men, being about midway between those of civilized men and their simian relatives(!). No other organ of the body, however, is so highly developed and adapted to such varied uses as the hand. It fashions all man's tools, and supplies his art and music. It is also capable of great emotional expression, varying from the caress of love to the strike of hate. We give an illustration showing a fine arm and hand. A beautiful hand should be rather long and somewhat tapering, and the fingers also tapering and long. The arm should be plump, round, white, small at the wrist, and gracefully tapering.

THE HANDS.

Some one has not inaptly termed the hand "the second face." Balzac says that "men of superior intellect almost always have beautiful hands, the perfection of which is the distinctive indication of a high destination" It is not very difficult to keep the hands smooth and soft, although in few cases are they perfectly formed. As well kept hands are one of the chief points

THE MADONNA OF THE THUMB.

tight. Bathing the hands in vinegar is said to help the trouble, and avoid using very hot water.

Finger-Stalls.—Finger-stalls are now made which are worn by some ladies to shape the fingers from the first joint to the end.

Needle Pricks.—The needle pricks which disfigure the fingers of so many ladies after they have been sewing, may be removed by rubbing them with coarse pumice stone. If the finger is rubbed down until it smarts, it may be smeared with vaseline, and the finger of an old glove slipped on, which will cure the soreness in a single night.

Profuse Perspiration.—Some people are troubled with excessive perspiration of the palms of the hands, giving them a moist and clammy feeling, which is very unpleasant. This is usually worse in warm than in cold weather, and it varies in different individuals. It is difficult to cure. Light forms of the complaint may be treated by washing the hands in warm soft water, and, after drying carefully, apply powdered lycopodium, fuller's earth or oxide of zinc. Starch and rice flour are also sometimes used. Rubbing the hands with lemon-juice is also useful in such cases; but it must not be used at the same time as soap. Other good remedies are: To add two or three drachms of alum, or a few grains of tannin to the pint of water in which the hands are washed, or one or two drachms of sulphate of zinc. A good powder to apply to the hands in such cases is the following: Take one-third of an ounce of salicylic acid, two-thirds of an ounce of talc, and nine ounces of starch (all powdered), and mix them thoroughly. Use like proportions for larger quantities. Obstinate cases may be treated with astringent and alcoholic lotions. In these cases, also, belladonna is one of the best remedies. Wash the hands three times a

THE FEET AND LOWER LIMBS.

SO FAR as beauty of appearance is concerned the feet and legs are among the least important members of the body. Trifling defects are easily concealed, and only the glaring deformities, as a rule, attract attention. In observing the follies of fashion hardly any member of the body has suffered more than the foot. The Chinese custom of bandaging and distorting these members is too well known to need description, but we fear the highly civilized races are not altogether free from the same folly, although they have it in a milder form. The human foot, as nature designed it, is really a beautiful thing. See, for example, the feet in our illustration entitled, "Whither Would You Fly?"

THE FEET.

Large feet are considered a misfortune, and there is hardly anything about which vain people are more sensitive than the size of their feet. The effort to get number four feet into number two-and-a-half shoes produces endless torture, and many malformations of these members. A beautiful foot is a proper object of pride, but where can the sculptor or artist find a perfect model in these days of high-heeled shoes with pointed toes? Boots and shoes should be made to order, or should at least fit the feet easily, without cramping or pinching them. Tight and ill-fitting shoes produce corns and bunions, impair the gracefulness of carriage,

MISS BELLE U———. (Showing Arm and Hand.)

great toe and the next one, near the end, and then place another pad over the enlarged joint, and wear a strong elastic band over this and around the foot, designed to press the joint back into place as much as possible. A little time will make an improvement.

Chilblains.—These inflammations of the skin are caused, usually, by abrupt transitions from cold to heat, as by getting the feet very cold and then warming them by a stove. In our chapter on the hands, we discuss the treatment of chilblains, as our readers may see. To prevent chilblains the feet should be kept warmly covered, and when they are very cold they should not be warmed at a fire or in warm water. Bathe them, instead, in cold water, and then dry and apply friction. The principle is much the same as that of rubbing a frozen ear with snow, instead of thawing it out by a warm fire. Inflamed chilblains should be protected from the friction of shoes or boots, and absolute rest may, in extreme cases, be required for a time. The affected parts may be bathed with turpentine liniment, or camphorated spirits, or a lotion made of nine drachms of compound soap liniment and three drachms of tincture of cantharides, mixed.

Cold Feet.—People who are troubled with cold feet will find that a simple and effective remedy is to bathe them in cold water night and morning, and then apply friction to stimulate the circulation. A little red pepper, dusted into the stockings, will do much to prevent cold feet in the winter. Exercise also relieves this complaint. They may be caused by debility, and then internal remedies will be required. As a rule, woolen stockings should be worn by people thus troubled. The wearing of these will, however, in some persons, cause a perspiration which results in cold feet. A woolen stocking with a merino foot is now sold for such cases.

Corns.—These are simply an increased growth of the skin, caused by irritation from pressure or friction. They are of two kinds,—the soft and hard. The most common cause is tight shoes, but those which fit badly will often cause them by friction, even when they are loose. The first remedy is, of course, to try and remove the cause, by getting pliant and well-fitting shoes. Bathe the feet in warm water, and pare away the corn as much as possible. Then, by applying a little vinegar or strong acetic acid at night, and smearing it with a little oil in the morning, a cure can often be effected. Wearing a pad with a hole in the center, over the corn, to relieve the pressure, is an old and good remedy. Soda and potash are often applied to corns, like the vinegar previously recommended, with good results. Much suffering is sometimes occasioned by a peculiar kind of soft corn which forms under the corner of the great toe nail. By lifting the nail it can usually be discovered and turned out. When corns are very sensitive, they may be touched with lunar caustic, and a poultice applied if they are much inflamed.

The soft corns occur between the toes, and are kept soft by the perspiration of the feet. They should be cut down with a pair of scissors, and the toes kept separate by wearing a small wad of linen or cotton between them. This relieves the friction or pressure. Touching the corn with lunar caustic is also often effective. Make only one application, and wait until the scab comes off before making another. It may not be needed. The feet should be bathed often, and perfect cleanliness observed.

Ingrowing Nails.—This painful affection may be cured by soaking the toes in warm water and then slipping a delicate strip of soft wood underneath the edge of the affected nail, and fastening it in place with

WHITHER WOULD YOU FLY?

THE FIGURE.

AS we have previously stated in this work, a fine figure is one of the greatest attractions any one can possess, for it is an indication of perfect health. It is to be feared, however, that there has been a tendency among our American parents to develop the nervous organization too highly at the expense of the physical, and particularly has this been the case in regard to growing girls. Dr. E. H. Clark, in his work on "Sex and Education," writes these weighty words: "'I never saw before so many pretty girls together,' said Lady Amberly to the writer, after a visit to the public schools of Boston; and then she added, 'They all looked sick.' Circumstances have repeatedly carried me to Europe, where I am always surprised by the red blood that fills and colors the faces of ladies and peasant girls, reminding one of the canvas of Rubens and Murillo; and I am always equally surprised on my return by crowds of pale, bloodless female faces, that suggest consumption, scrofula, anæmia and neuralgia." So, also, Mrs. Harriet Beecher Stowe has said that "the race of strong, hardy, cheerful girls . . . is daily lessening; and, in their stead, come the fragile, easily fatigued, languid girls of a modern age, drilled in book-learning, ignorant of common things."

So much has been written upon this subject during the last few years, showing not only the immediate

padding in their dresses, nor should there be the least compression across the chest. When pads have been worn producing evil effects which it is desired to overcome, the treatment is to discard them and bathe and gently rub the parts affected, relying on the stimulating effect of this course to restore the organs.

THE WAIST.

In no other respect do women so deliberately and universally distort their figures and destroy their beauty as in the matter of tight lacing. In the celebrated statue known as the Venus de Medici, that model of female beauty, the waist is twenty-seven inches in circumference, and yet the figure is only five feet and two inches in height. The law of beauty requires the waist to be twice the size of the throat. It is difficult to account for the mania for small waists. Planche, in his *Cyclopœdia of Costumes*, says that it "appears to have been introduced by the Normans as early as the twelfth century. * * * * To make their middles as small as possible has been ever since an unfortunate mania with the generality of the fair sex, to the detriment of their health and the distortion of their forms." Physicians have been writing against tight lacing ever since 1602, when Felix Plater denounced the corset; but their protest has had little effect, and the cause of the mania is still a mystery. Our protest will be as useless as that of others, but, aside from the question of health, and looking at it simply from the æsthetic standpoint, no one comparing the wasp-waist with that of the Greek Slave, or any other model, can hesitate for a moment in declaring that it is ugly and a distortion. No man worth a woman's regard admires her for such a want of symmetry. Still further, tight lacing tends to produce high

AN ORIENTAL BEAUTY.

shoulders—a deformity in women—unnaturally large hips, varicose veins in the legs, and red noses. It crowds the lungs and impedes their free action, which is so essential to health, and injures the heart, liver and reproductive organs. It is said "the German physiologist Sommering has enumerated no less than ninety-two diseases resulting from tight lacing." Speaking of tight lacing, Anna Kingsford, M. D., says: "Infants often perish before birth, in consequence of the folly (tight lacing) of which their mothers have been guilty. Such acts are sins for which women are quite as much accountable as for any other moral transgression." Many women have worn tight corsets so long, and learned to rely on them so much for support, that they think they cannot get along without them, which is a most mistaken idea. Fortunately, however, tight lacing is going out of style, at present, in all countries, and that which could not be accomplished by appeals to the reason may be brought about by a dictate of fashion. Certainly this result is devoutly to be wished. "I firmly believe, and shamefacedly confess," says Miss Frances E. Willard, "that the corset habit among women is as difficult to break as the alcohol and tobacco habit among men. If the laws of God that seek the health of the body were obeyed but by a single generation, the next one would be physically beautiful." Any woman who directs or permits her own daughter to commit so great a crime against Nature—against her own being and the children she will bear—ought to be tried and condemned to some dire punishment.

OBESITY.

Obesity, or the excessive accumulation of flesh, is a great enemy of beauty. Women, as a rule, suffer more from this complaint than men—possibly because they

stances. He daily drank forty-three ounces of liquids. On this diet he kept himself for seven years at one hundred and fifty pounds. He found—as do all others—that sugar was the most powerful of all fatteners."

Dr. Schwenninger, who reduced Bismarck's weight some forty pounds, and thereby gained so much fame, says the patient should not drink while eating, nor within an hour or two of the meal-time.

Early rising should be practiced. Acid drinks, like lemonade, are the best, but excessive drinking should be avoided. Fat people are usually thirsty, and curtailing the amount of water they drink is quite as important as abstaining from the use of farinaceous food. Experiments made on the horses of a cavalry regiment demonstrated the fat-producing qualities of water. Potatoes, honey, syrup, pastry containing sugar and suet, farina, tapioca, arrowroot, sago, etc., are all bad; while green vegetables, raw fruit and pickles may be eaten freely. The laxative waters, like the Friedrichshall and Hunyadi Janos, are recommended, as constipation is very favorable to obesity. Brown bread, or that containing bran, is much better than white for such patients. All the white bread they eat should be toasted, which changes the starch into dextrine. This regimen is not very difficult, and custom will soon make it pleasant, and the effect will shortly be seen in reducing the excessive obesity in almost any patient.

LEANNESS.

It is probable that there are quite as many lean people desiring to increase their flesh as there are fat people desiring to reduce it. In general, it may be said that the course to be pursued is the reverse of that given for obesity. Anxiety and mental uneasiness are great enemies of corpulence, and one of the first requi-

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